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BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR THE COUNTY OF LINCOLN

ORDINANCE # 218

Lincoln County Legal Counsel

AN ORDINANCE AMENDING ORDINANCE #155, CHAPTER SEVEN, GENERAL ADMINISTRATION, SECTION 7.255 and SECTION 7.270, AND DECLARING AN EMERGENCY

The Lincoln County Board of Commissioners ORDAINS
as follows:

That sections 7.255 and 7.270 of the Lincoln County Code, General Administration, Personnel Management, be amended to read as follows:

[see following pages]

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"7.255 Administration of Compensation Plan

The compensation plan shall be administered as follows:

- " (1) Each employe shall be paid at one of the rates in the salary range for the classification in which the employe is employed.
- " (2) Normally, an employe will be appointed or reinstated at the entrance rate for the class. If an appointing power believes it is necessary to make an appointment or reinstatement above the entrance rate, authorization must be obtained in writing from the Board prior to the effective date of hiring. The Board will consider the qualifications of the candidate, availability of applicants, and salary relationship with other similar positions in ruling on the request.
- " (3) Salary increases shall be subject to the availability of funding. The adjustment of employe salaries to advanced steps of their respective salary ranges shall be governed as follows:
 - " (a) A new employe shall be eligible for advancement to the next step of the salary range after 12 continuous months of satisfactory service in that class.

- "(b) Employees who have served satisfactorily for 12 continuous months following an in-range salary adjustment shall automatically be eligible for advancement to the next step of the salary range until attaining step 4.
- "(c) Employees who have served meritoriously at steps 4 or 5 for 12 continuous months may be advanced to the next higher step subject to recommendation of the employee's department head and the county personnel officer, and favorable review by the Board. Employees who have attained step 5 or step 6 shall remain at such step subject to demonstrated continued meritorious performance.
- "(d) An employee who is promoted or whose position is reclassified upward is eligible on the date of such promotion or reclassification for an increase to the next higher rate in the new salary range. The first of the month following the date of promotion or reclassification shall establish a new anniversary date for subsequent salary increases.

- "(4) Demotion or reclassification of an employe to a class with a lower salary range for reasons which do not reflect discredit on the employe's employment record, the employe's salary rate may remain the same unless such action would violate subsection (1) of this section. Demotion for cause may result in a corresponding reduction in salary.
- "(5) If an employe is transferred, the rate of pay normally remains the same.
- "(6) Exceptional increases may be requested by an appointing power. The Board may approve an exception to the general rules regarding salary increases if such action is warranted by circumstances.

7.270 Probationary Period

- (1) The probationary period applies to all positions in the classified service and provides the appointing power with the opportunity to observe the employe's work, to train and aid the employe in adjusting to the position, and to dismiss an employe whose work performance fails to meet required work standards.
- (2) Every person appointed to a position in the classified service shall serve a probationary period of six months.
- (3) An employe who is transferred to another position prior to the completion of the probationary period, shall complete the probationary period in the latter position by adding thereto service in the former position unless the transfer was to a different department, in which case a probationary period of not less than six months is required.
- (4) An employe who is promoted to a higher level position in the same department is not required to serve a new probationary period in the higher

classification. An employe who is promoted to a higher level position in a different department of the county shall serve the initial six-months' probationary period.

"(5) At any time during a probationary period, an employe may be removed without cause by an appointing power. Dismissal during a probationary period shall not be grounds for redress under sections 7.315 and 7.320."

