

POLICY AND PROCEDURE

SUBJECT/TITLE:	Administrative Manual Human Resource Section Appendix A.1.a Pay Determination and Review Procedure
SCOPE:	All Columbus Public Health staff
CONTACT PERSON & DIVISION:	Kevin G. Williams, Department Human Resources Officer - Administration
ORIGINAL DATE ADOPTED:	6/15/2013
LATEST EFFECTIVE DATE:	12/24/2018
REVIEW/REVISION DATE(S):	6/15/2013; 9/6/18
REVIEW FREQUENCY:	Every 5 years
TOTAL # OF PAGES:	4
BOH APPROVAL DATE:	N/A
REFERENCE NUMBER:	N/A

PURPOSE

The intent of this document is to maintain a consistent process in determining pay for new hires, promotions, pay increases when employees take on additional duties and/or responsibilities, and demotions or other pay increases or decreases for employees.

POLICY

Salaries for employees covered by the Health Administrative Compensation Plan (HACP), shall be set within the assigned pay grade, at the discretion of the Board of Health, considering the skills, experience and other qualifications of an employee. [HACP, Section 6(A)]

Salaries for employees covered by a collective bargaining contract, shall be set within the terms of that collective bargaining contract. If the appointing authority has discretion for setting pay within the terms of the collective bargaining contract, the determination of placement in the pay plan will be made considering the skills, experience and other qualifications for the candidate.

BACKGROUND

The Board of Health has delegated authority for assigning pay on an operational basis to the Health Commissioner with a follow-up monthly report that is presented to the Board for approval or denial.

In addition, as a department of the City of Columbus, Columbus Public Health (CPH), utilizes the procedures managed by the Department of Human Resources (HR) for pay determinations to maintain consistency in pay equity throughout the City.

GLOSSARY OF TERMS

1. **City** – the City of Columbus
2. **City HR** – the City of Columbus Department of Human Resources
3. **CPH** – Columbus Public Health
4. **HACP** – the Health Administrative Compensation Plan
5. **HR** – “Human Resources”

6. **HR Director** – the City of Columbus Department of Human Resources Director
7. **HR Office** – the Columbus Public Health Human Resources Office
8. **HR Officer** – the Columbus Public Health Department Human Resources Officer
9. **Manager** – A term that includes Administrators, Chiefs, Program Managers, and other managers and/or supervisors within CPH.
10. **Pay Determination** – A process determine the value to set or adjust pay for a candidate for employment or current employee.
11. **Pay Review** – Reviewing the pay of an individual to determine its equity within the organization.

PROCEDURES & STANDARD OPERATING GUIDELINES

I. Levels of Authority for Pay Determinations

- A. By City Charter, the Board of Health assigns the pay for employees of Columbus Public Health.
- B. The Health Commissioner is given authority by the Board of Health to assign or delegate the assignment of pay for operational purposes,
 1. The Health Commissioner has designated the Assistant Health Commissioner (Administrative) with authority to assign pay on an ongoing operational basis.
 2. The Health Commissioner may designate an Assistant Health Commissioner or other classification as her/his interim Health Commissioner when she/he is on leave for an extended time period and that interim Health Commissioner shall have authority to assign pay in the absence of the the Health Commissioner **and** Assistant Health Commissioner (Administrative).
- C. The Human Resources Officer is responsible for providing to the appropriate authority a recommendation for pay, based on the information at his/her disposal, for all situations in which a pay determination is required utilizing the processes described in this procedure.
- D. Responsibility of Administrators, Chiefs, Program Managers, and other managers and supervisors
 1. Managers are responsible for:
 - a. Obtaining and providing to the Human Resources Officer or designated Human Resources Office representative, all information necessary to make a pay determination;
 - b. Making a recommendation with justifications for that recommendation for pay; and
 - c. Making offers of employment with pay upon gaining approval through the Health Commissioner's Office.
 2. Managers are not to make an offer of or imply any pay rate until the pay rate or range of rates is determined and recommended by Human Resources/Health Commissioner's Office.
 - a. ***Any pay offers made or pay rates promised by a manager without HR Office/Health Commissioner's Office approval may not be honored and the offering manager is subject to corrective action.***

II. Manager's Procedures

- A. When a situation occurs requiring a pay review or pay determination, the Manager is responsible for obtaining all information necessary to make a pay determination.
- B. Upon obtaining the aforementioned information, the Manager will complete a [Pay Determination Form](#) and submit it with a completed [Personnel Status Form](#) and an [Employee Work Schedule Form](#) to the Human Resources Officer or designated Human Resources Office representative with any additional documentation including but not limited to the employee's/candidate's resume.

III. Human Resources' Procedures

- A. The HR Office will be responsible for reviewing all submitted information and, if applicable, determining the pay rate offer or range taking into consideration the following:
 1. The terms of any applicable collective bargaining agreement or pay policies;

2. Any current market trends for the position/classification;
3. The internal equity comparisons with:
 - a. Current employees within the same classification and their experience, education, licensure, skills, etc.;
 - b. Pay of supervision (if applicable);
 - c. Pay of employees in similar classifications (if applicable);
 - d. Pay requirements communicated by the candidate filling a position;
- B. Under certain circumstances, the HR Office may further consult with the Health Commissioner's Office, City HR, or others to determine the pay level; and
- C. Once the assigned HR Office personnel completes the pay determination, he/she will provide a copy of the completed [Pay Determination Form](#) to the hiring supervisor.

IV. Appeals from Pay Determination

- A. Any appeals for reconsideration of pay determination are to be made in writing to the HR Officer with a written justification for the pay rate the hiring manager desires to offer, how this pay rate was determined, why this pay rate is necessary, and any additional information that was not provided previously to the HR Officer.
- B. If the appeal pay rate is meritorious on its face, the HR Officer may change the pay determination with notification to and discussion with the Health Commissioner's Office for consideration and approval.
- C. If the appeal pay rate is outside the authority level of the HR Officer, the appeal will be forwarded to the Health Commissioner's Office for consideration.
- D. The HR Officer may also consult with City HR during any part of the consideration.
- E. No appeal pay rate will be considered by the HR Office unless the written justification is provided to the specifications of this section.
- F. Pay determinations made by the Health Commissioner or designee are final and not subject to further appeal.

V. City of Columbus Department of Human Resources Approval

- A. Certain proposals of pay or pay increases for HACP positions require the approval of the City of Columbus Human Resources Department Director or designee. These include:
 1. Pay for new City of Columbus employees when the proposed pay rate falls into the 2nd quartile or higher of the appropriate pay grade for the classification;
 2. Increases in pay of less than 5% or greater than 10% for employee promotions to a higher classification or interim limited appointments;
 3. Any adjustments in pay when an employee is maintaining his/her same classification or is transferring into a classification within the same pay grade; or
 4. Decreases in pay of less than 5% or greater than 10% for employee demotions.
- B. During this review process, pay recommendations may be accepted or rejected by the HR Director and returned to the HR Office.

CITATIONS

NA

CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Kevin G. Williams, Department HR Officer, Primary Author
2. Tracy Poling, Human Resources Analyst

APPENDICES

NA

REFERENCE FORMS

1. [Pay Determination Form](#)
2. [Personnel Status Form](#)
3. [Employee Work Schedule Form](#)

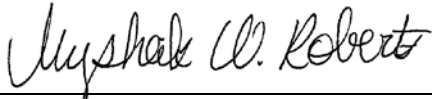
SIGNATURES

I have reviewed this document and endorse it as an official CPH Policy and Procedure:



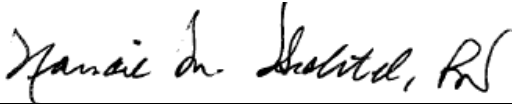
Kevin G. Williams, Department Human Resources Officer
Administrator

11 / 30 / 2018
Date



Mysheika W. Roberts, MD, MPH
Health Commissioner

12 / 10 / 18
Date



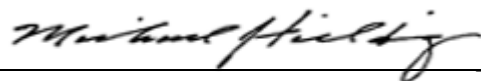
Nancie Bechtel, MPH, BSN, RN
Assistant Health Commissioner/Chief Nursing Officer

12 / 6 / 18
Date



Roger Cloern
Assistant Health Commissioner/Chief Operations Officer

12 / 6 / 18
Date



Michael Fielding
Assistant Health Commissioner/External Affairs

12 / 6 / 18
Date