

**Ross Soil and Water Conservation District**  
**Employment Policy # E-3-A-2022**  
**Employee Benefits**  
**Salary Schedule and Pay Adjustments**

Purpose

The purpose of this policy is to outline a consistent procedure for the board to determine salaries.

Considerations

To determine salaries, the board of supervisors should consider:

- 1) Ohio Department of Agriculture SWCD salary data comparisons to similar positions, and
- 2) Market demand for skills in an employee's job description, and
- 3) Cost of Living and Consumer Price Index inflation data from the U.S. Bureau of Labor Statistics, and
- 4) Employee performance evaluations and added roles and responsibilities, and
- 5) Guidance from the Ross County Commissioners

Salary Schedule and Pay Adjustments

Each employee's annual salary shall be calculated for a preliminary and final budget using this process:

1. Use employee's current salary to determine GS grade and step on the most recently published General Schedule (GS) Locality Pay Tables for the COLUMBUS-MARION-ZANESVILLE, OH area.
2. To determine employee's proposed new salary, use the figure determined in step 1 and add:
  - COLA (cost of living allowance) Increase Percentage\*
  - Annual Increase Percentage recommended by Commissioners\*\*
  - Competitive Job Market Percentage determined by Supervisors\*\*\*

\*COLA (cost of living allowance) Increase Percentage shall be determined by the board on the preliminary budget and on the final budget at no less than 1.0 %. Supervisors should review the COLA at least semi-annually and consider mid-year salary increases.

\*\*Annual Increase Percentage shall be determined by the Ross County Commissioners for the preliminary budget and determined by the board for the final budget at the same or greater amount.

\*\*\*Competitive Job Market Percentage shall be determined by the board on the preliminary budget and on the final budget at no less than 0.0% and no greater than 10.0 %. Supervisors should consider making a counteroffer to an employee recruited by another employer.

Authority

Each employee's salary is determined by the District Board of Supervisors.

Performance and Funding Contingencies

Any salary adjustment is contingent upon employee evaluations and availability of public funding. Unsatisfactory job performance may lower annual increase while added roles and responsibilities may improve increase. Lack of funding may lower COLA, annual increase, and could lower current salary.

*This policy is currently under administrative review*  
*This policy has NOT been reviewed by the Ross County Prosecutor's Office*  
*Policy adopted and recorded in the official minutes of the Ross SWCD Board of Supervisors meeting*  
*on date TBA*