

RESOLUTION 24-2008

A Resolution Amending the Madison County Personnel Policy Manual, Updated October 2002

WHEREAS, in accordance with MCA 7-4-2503, the Compensation Board met on May 29, 2008, and again on June 9, 2008, and recommended a fourteen percent (14%) increase to the Clerk and Recorder base salary, and

WHEREAS, during those meetings, it was discussed by members of the Compensation Board that other salaries would be increased but not to the same extent as elected officials, and

WHEREAS, the Madison County Personnel Policy Manual provides a salary and wage schedule with certain positions based on the Clerk and Recorder's salary, and

NOW THEREFORE BE IT RESOLVED that the Madison County Board of Commissioners amends the Madison County Personnel Policy Manual, updated October 2002, to change on page 14, Wage Schedules, under Section II. – Salary and Wage Schedules, Part B – Deputies, Administrative Assistants, and Clerks: Subsection 2 and Subsection 3, to read as follows:

2. Newly employed deputies or administrative assistants will be hired at 75% of the Clerk and Recorder's wage. After 2080 hours the employee will increase to 80% of the Clerk and Recorder's wage. After the next 2080 hours the employee will increase to 85% of the Clerk and Recorder's wage.
3. Current employees promoted from a Clerk to a Deputy or Administrative Assistant position will begin at 80% of the Clerk and Recorder's wage. After 2080 hours the employee will increase to 85% of the Clerk and Recorder's wage. Current employees transferring from a Deputy position, Administrative Assistant position, or Certified Legal Secretary position who are currently being paid at 85% of the Clerk and Recorder's wage, will remain the same at 85% of the Clerk and Recorder's wage.

BE IT FURTHER RESOLVED that the Madison County Board of Commissioners amends Part D, Part E, and Part H of Section II to read as follows:

- D. Legal Secretary:** The wages of a newly employed non-certified legal secretary will correspond to the newly employed Clerk's position as stated above and start at 80%. The wages of a certified legal secretary will start at 80% of the Clerk and Recorder's wage. After 2080 hours the certified legal secretary will increase to 85% of the Clerk and Recorder's wage.
- E. Road, Solid Waste, and Junk Vehicle:** Newly employed personnel will be hired at 80% of the vacant position. After a probationary period of 1040 hours the employee will be increased to 85% of the position. After the next 1040 hours the employee compensation will be increased to 90%. After the next 2080 hours the employee compensation will be increased to 95%. After the next 2080 hours the employee compensation will be increased to 100% of the position's appropriate wage. Road Foremen and Assistant Foremen will be hired at 100% of the position's appropriate wage. The current wage levels as approved by the Board of Commissioners can be obtained from the Bookkeeping Office for each of the above positions. Starting wages may be up to 90% of the maximum wage depending upon experience and a valid

Commercial Driver's License. All three Commissioners must approve any increase in the starting wage.

- H. Justice Court Personnel:** The wage of a newly employed Clerk of Justice Court will be governed by the provisions of the Wage Schedule II.B.1. corresponding to the newly employed Clerk's position with wage starting at 80% of the maximum wage for a clerk. The wage of a Clerk of Justice Court who is qualified and becomes authorized by the Montana Supreme Court to fill in as Substitute Judge will start at 80% of the Clerk and Recorder's wage. After 2080 hours the wages of the Clerk of Justice Court who is qualified and authorized as stated above will increase to 85% of the Clerk and Recorder's wage.

APPROVED BY THE BOARD OF COMMISSIONERS THIS 1st DAY OF JULY, 2008.

David Schulz, Chairman

Marilyn Ross

James P. Hart

ATTEST: _____
Peggy Kaatz
Clerk and Recorder