Weber County Human Resources Policy 5-200
Pay Practices

I. Purpose

This policy identifies and provides for the uniform and consistent application of pay practices, while remaining flexible in meeting diverse County needs.

II. Policy

The County compensation plan shall be administered uniformly by the Human Resources Department. No department, elected office, or division may establish or implement independent compensation practices that conflict with or supplement the County compensation plan. The Director of Human Resources, shall be responsible for the development and maintenance of a uniform and equitable pay plan which shall consist, for each class of positions, of minimum and maximum rates of pay. Approval of a salary adjustment is discretionary. Nothing in this policy creates an entitlement to a salary increase.

III. Procedures

A. Responsibility

1. The Director of Human Resources is responsible for the preparation, maintenance, and revision of a position classification plan for all positions based upon similarity of duties performed and responsibilities assumed, so that the same qualifications may reasonably be required for, and the same schedule of pay may be equitably applied to, all positions in the same class. The compensation plan, in order to maintain a high quality public work force, shall take into account the responsibility and difficulty of the work, the comparative pay and benefits needed to compete in the labor market and to stay in proper alignment with other similar governmental units, and other factors. The Director of Human Resources will design and administer a county pay plan that includes salaries, wages, incentives, bonuses, leave, insurance, retirement, and other benefits; design and administer the county classification plan and grade allocation system, including final decisions on position classification and grade allocation; and conduct position classification studies, including periodic desk audits. An agency, department, or office may submit classification recommendations to the Human Resources Department.

2. Department Heads, Division Directors and Elected Officials or their designees are responsible for consulting with Human Resources regarding any pay changes and for notifying employees of final pay adjustments.

3. Upon request, the Human Resources Department may obtain a salary survey of positions in the surrounding area. The Human Resources Director shall then

develop preliminary salary recommendations and present them to the County Commission.

4. After receiving County Commission approval for a proposed pay change, Human Resources reviews it, approves it if appropriate, and notifies the department. The department then makes the final pay change decision, based on budget availability and other factors outlined in this policy.

5. All new employee pay or changes in current employee pay shall be evaluated based on the pay range, internal pay equity, and a competitive external market rate. Base pay shall not exceed the maximum of the grade.

6. Countywide compensation programs, including but not limited to Cost-of-Living Adjustments (COLA), Pay for Performance increases, or other across-the-board compensation changes, shall be approved and administered uniformly on a countywide basis. Such programs shall not be implemented for a single department, division, elected office, or group of employees unless specifically authorized by the Human Resource Director in conjunction with the County Commission. Market adjustments, extra-meritorious increases, and other increases will be evaluated on a case-by-case basis.

B. Salary Range Criteria

1. Salary ranges shall be linked directly to the position grade classification and shall be determined based on the following considerations:
    a. Systematic Analysis and Factor Evaluation (SAFE) score
    b. Pay ranges in other classes
    c. Range of pay for similar market jobs

C. Systematic Analysis and Factor Evaluation (SAFE) score

1. Weber County takes a data-driven approach to determining the salary range for each position by using the SAFE job evaluation tool. The SAFE system is a structured, point-factor evaluation method to identify internal equity across the County and compares a position to other positions within the County to determine the relative value of each position.
2. If a Department Head, Division Director, or Elected Official needs to create a new position or reclassify an existing position they must contact the Human Resource Department to create, evaluate, or edit the job description.
3. The Human Resource Department will then review the job description and assign a SAFE score based on the following SAFE Compensable Factors and Weights:

Compensable Factors	Descriptions / Measurements
Education	Minimum education level required by the position
Experience	Minimum years of experience
Level of Work	Degree of difficulty of work performed by the position
Human Relations	Type and level of human interactions
Working Conditions	Environmental conditions experienced by the position
Physical Demands	Physical exertion regularly performed by the position
Independence to Act	Degree of independence to make decisions and act
Impact of Actions	Severity of consequences as a result of decisions
Supervision Exercised	Type and level of supervision exercised

4. The Human Resource Department will then look at similar market jobs and using both market data and the SAFE score, will determine the correct grade classification.

D. Determining Employee Salary within the Range

1. Weber County is committed to aligning employee compensation with demonstrated proficiency and contributions to help employees and managers understand how salary adjustments and placement decisions are made. It is based on improving employees' skills and performance while ensuring consistency and equity across the county. The following should be considered when determining where an employee should fall within the range.
    a. Minimum to 25th percentile (Entry Phase) – Employees are new to the position or county and meet the minimum qualifications for the role and require close supervision and support.
    b. 25th percentile to midpoint (approaching proficiency phase) – Employees demonstrating partial proficiency and are on track to achieve competency. They may need some supervision and guidance but are gaining independence in their work.
    c. Proficient (Middle of the range) – Employees have achieved full proficiency in their role, performing job responsibilities independently and consistently meeting expectations. They demonstrate strong technical, behavioral, and interpersonal skills with minimal supervision.
    d. 75th percentile (Advanced Phase) - Employees demonstrate expertise, leadership, and significant contributions beyond the job's standard requirements.
    e. Expert (Top of the Range) – Employees at this level demonstrate exceptional expertise, tenure, and consistent outstanding performance. They act as subject-matter experts and contribute significantly beyond their job's requirements.

2. A new hire can only be brought in between the minimum and midpoint of the range.

E. Salary Adjustments

1. Salary adjustments are intended to maintain equitable, competitive, and fiscally responsible compensation practices throughout Weber County. Salary adjustments shall not be used to circumvent the established compensation plan or to provide department-specific compensation programs.
2. Salary adjustments under this section shall not alter an employee's eligibility for future countywide compensation programs or other pay actions established under this policy.
3. Salary adjustments may be approved only for one or more of the following reasons:
    a. Correction of documented internal pay inequities;
    b. Significant and sustained changes in assigned job duties or responsibilities that do not warrant reclassification;
    c. Market competitiveness or employee retention supported by compensation data;
    d. Exceptional and sustained employee performance beyond normal expectations;
    e. Pay compression;
    f. Other documented business needs approved by the Director of Human Resources.
4. Salary adjustments should follow the regular budget request process, and a Department Head, Division Director or Elected Official will need to request any salary adjustments as part of their budget requests. If it is a new position or a reclassification, they must first contact the Human Resource department to determine the correct grade.
5. Employees serving a probationary period are not eligible for extra-meritorious increases or other discretionary performance-based salary increases. Probationary employees remain eligible for countywide cost-of-living adjustments (COLAs), market or reclassification adjustments, and pay-for-performance increases in accordance with HR Policy 6-200.

F. Adjustments outside of the budget request

1. All salary adjustment requests shall:
    a. Be submitted in writing by the Department Head or Elected Official to the Human Resource Director;
    b. Include a documented business justification;
    c. Demonstrate that the adjustment maintains internal equity within the department;
    d. Be reviewed for compliance with the County compensation plan by Human Resources to maintain internal equity across comparable county positions;
    e. Be supported by available budget.

2. The Director of Human Resources may approve salary adjustments of up to five percent (5%) of an employee's current base salary when:
    a. The adjustment is supported by this policy;
    b. Sufficient funds are available within the department's approved budget;
    c. A public hearing is not required; and
    d. The adjustment does not cause the employee's salary to exceed the maximum of the approved salary range.
3. The Department Head or Elected Official, in consultation with the Director of Human Resources, must obtain approval from at least two (2) County Commissioners before a salary adjustment may be approved if any of the following conditions apply:
    a. The proposed salary adjustment exceeds 5%,
    b. The salary increase would require an increase to the department budget; or
    c. A public hearing is required based on https://le.utah.gov/xcode/Title17/Chapter66/17-66-S401.html?v=C17-66-S401_2025110620251206
4. The Department Head or Elected Official shall submit the salary adjustment request in writing to the Director of Human Resources and, if required, the County Commission. The request shall be approved only upon the authorization of the Director of Human Resources and, if required, at least two (2) County Commissioners.

G. Promotions

1. When an employee is promoted, they shall receive a salary increase of 6.5% or be placed at the minimum rate of the new pay grade, whichever results in the greater increase. In all cases, the employee's new rate of pay must fall within the salary range established for the new pay grade. The promotion-related salary adjustment shall become effective at the beginning of the first pay period following approval of the promotion.
2. Any proposed promotion increase above 6.5%, unless it results in being placed at the minimum of the new grade, shall be submitted in writing to the Director of Human Resources and the County Commission. The request shall be approved only upon the authorization of the Director of Human Resources and at least two (2) County Commissioners.

H. Career Ladder Increases

1. When an employee is in a position for which there is a career ladder established, the employee may move through the career ladder by meeting the established time and qualification requirements. Qualifying criteria shall be outlined on the job description and pre-approved by the Director of Human Resources prior to a career ladder advancement.

a. When an employee advances to the next position in the career ladder, they shall receive a salary increase of 6.5% or be placed at the minimum rate of the new pay grade, whichever results in the greater increase. In all cases, the employee's new rate of pay must fall within the salary range established for the new pay grade. The career ladder salary adjustment shall become effective at the beginning of the first pay period following approval of the advancement.
b. Career ladder advancement plans shall describe how higher-level skills, knowledge or competencies will be achieved and provide an explanation of how the plan will meet or further department objectives.
c. Career ladder adjustments should follow the regular budget request process, and a Department Head, Division Director or Elected Official will need to request any salary adjustments for those who will be advancing in a career ladder as part of their budget requests. Career ladder advancement plans shall be approved by the Human Resources Director, or designee.
d. A current job description shall accompany the career ladder advancement plan.
e. Employees are not eligible for a career ladder advancement if they receive an overall score of less than 3.0 in their most recent annual performance appraisal.
f. Career ladder advancements are based on the following criteria:
    i. Employees consistently demonstrate increased/new proficiencies and competencies gained through successful performance of complex and significant projects, assignments and responsibilities related to the current position as approved in the career ladder advancement.
    ii. Employees demonstrate a significantly higher level of knowledge and skill in areas directly related to the current position and/or department objectives (which may be a result of obtaining certain certifications).
    iii. Time in the job in and of itself does not qualify for a career ladder advancement.
g. Additional education, certifications, or licenses not directly related to the position or department objectives do not qualify for a career ladder advancement.

I. Temporary Employee Compensation

1. Temporary employees are paid on an hourly basis and within the pay range established by Human Resources for the position.

2. Temporary employees may be granted pay increases based on budget availability and in consultation with Human Resources.

J. Acting In Assignment Compensation

1. An employee may be temporarily assigned to an allocated, higher paid position upon approval by the Human Resources Director.

2. A department placing an employee in an "acting in" assignment provides the employee a written agreement outlining the requirements of the position.

3. The department and employee agreement shall contain the following information:
    a. Title of the position
    b. Effective date of the assignment
    c. The length of the appointment
        i. Acting in assignments are generally six months or less and may not be retroactive for a period greater than 30 calendar days.
        ii. Requests for acting in extensions beyond the six months shall be made by the department and approved by the Human Resources Director.
    d. Duties and responsibilities of the new assignment; and
    e. The employee's pay while acting in.

4. An employee's pay while acting in shall be increased to at least the minimum of the acting in grade. The actual amount of pay shall be based upon the pay range, internal pay equity and a competitive external market rate.

5. The employee's position number, job code and grade shall not change during an acting in assignment.

6. The employee's pay returns to the prior rate of pay upon completion of the assignment. If the employee becomes eligible for a career progression while in the acting in position, the employee receives the corresponding pay adjustment.

7. Employees shall meet the minimum qualifications of the acting in position.

K. Recordkeeping

1. All approved salary adjustments shall be documented by Human Resources and maintained as part of the employee's official personnel record.

DATED this 20th day of October, 2026.

BOARD OF COUNTY COMMISSIONERS
OF WEBER COUNTY:

Gage Froerer, Chair

ATTEST:

Ricky Hatch, CPA 10/20/2026
Weber County Clerk/Auditor

Emily Wilde
Human Resources

Approved as to form and legality:

Courtlan Erickson
Deputy County Attorney