

Stone County
Ordinance No. 2014- 5

APR 14 2014
AT 11:42 O'CLOCK A.M.
BY DARLENE AVERY, CLERK G.B. DC

EMERGENCY ORDINANCE

BE IT ORDAINED BY THE QUORUM COURT OF STONE COUNTY, ARKANSAS
AN ORDINANCE ENTITLED:

AN ORDINANCE AMENDING THE WAGE AND SALARY PROGRAM

Section 1. JOB CLASSIFICATION

The Elected Official will designate and fill each position and reflect changes on the Payroll effective 1-1-15. Positions created are:.

1. "Chief Deputy" position in the offices of the County /Circuit Clerk, County Treasurer, County Collector and County Assessor.
2. Two deputy positions in the County Assessor's office as "Deputy – GIS Tech" and "Deputy – Appraiser".
3. In Road Department:
 - a. Job classification of " Mechanic"
 - b. Assign all equipment operators into one of the following job classifications:
HEO*-1 Operates all equipment and has a CDL
HEO -2 Operates Motor Grader
HEO -3 Operates Dozer, Track hoe, etc.
LEO** Operates Tractor Bush Cutter, bush hog, etc

In order to be classified, a certificate of competency from the Road Foreman must be obtained.

* HEAVY EQUIPMENT OPERATOR

** LIGHT EQUIPMENT OPERATOR

Section 2. JOB RELATED INCREASES

Employees in the following job classifications who voluntarily get additional training will receive a ONE – TIME Salary increase of \$.10 /hour effective the following January 1st.. Employees must obtain and keep certification.

1. In the County Assessors office, any employee who obtains and retains the Appraisal Certification.
2. In County Road, any employee who voluntarily obtains and maintains a CDL (excluding Truck Drivers and HEO-1 since these classifications MUST have a CDL.)
3. In the Sheriff Office any employee who voluntarily obtains and retains a Drug Recognition Expert Certificate.

Section 3. STARTING SALARIES

The starting salaries for most positions will be \$9.00 with a 90-day probation period effective 1-1- 14. Then at the end of the 90 days the Official can up the pay to \$9.14. (Exclusions are noted in Exhibit A attached). The Clerk's office will issue a Payroll Change Form at the end of the 90 day period and the Elected Official will need to fill out and sign before a raise will be given. This includes PART – TIME employees who work to fill in positions due to vacations, holidays, sick and other approved time off.

Set the following steps for Anniversary Raises effective 1-1-14.

1 yr = 50cents.

5 yrs= 25cents

10 yrs = 30cents.

Section 4. Holiday Pay

The Payroll Clerk will add another column to the Payroll Form for Holiday pay. The Holiday Column will be under the same standards as Vacation time, will need to be used yearly and WILL NOT carry over to next year. This will be put into effect immediately.

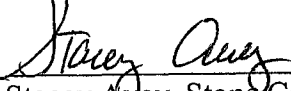
Section 5. Severability

If any part of this ordinance shall be held void, such parts shall be deemed severable, and the invalidity thereof shall not affect the remaining parts of this ordinance.

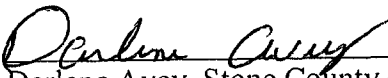
Section 6. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 7. Emergency Clause

As Quorum Court business is an ongoing, necessary, process for the proper conducting of Counties activities and budgets, and a vital service to the health, safety and well-being of the residents of Stone County, an emergency is hereby declared and this Ordinance shall be in full force and effect from date of passage.


Stacey Avey, Stone County Judge

4-10-14
Date


Darlene Avey, Stone County Clerk

4-10-14
Date

SALARY WORKSHEET AND JOB CLASSIFICATIONS

Employment classification	Class	2	Counties	Salary	Supervisor	County	County	FTE	Comments
by Department	Minimum	Average	Maximum	Starting	Actual				
<u>County Judge</u>									
Administrative Assistant	9.62	11.64	13.41		9.00	10.22		1	.50 - Workfare + .50 County Road
E-911- Coordinator	8.28	11.62	15.06		9.00	10.22		1	.25 County Judge + .75 E911
Courthouse Maintenance	8.19	10.19	11.85		9.00	11.31		1	
<u>County/Circuit Clerk</u>									
Chief Deputy	9.85	13.01	16.11		9.00	10.22		1	.50 County Court Recorder
Deputy	8.69	10.45	12.51		9.00	9.91		1	
Deputy					9.00	9.91		1	
Deputy					9.00	9.14		1	
Deputy					9.00	9.14		1	
<u>County Treasurer</u>									
Chief Deputy	8.50	10.76	14.36		9.00	9.65		1	
Deputy	8.57	10.39	12.00		9.00	-----		-----	
<u>County Collector</u>									
Chief Deputy	8.89	10.99	13.40		9.00	10.22		1	
Deputy	8.34	10.12	12.44		9.00	-----		-----	
<u>County Assessor</u>									
Chief Deputy	8.63	10.89	12.86		9.00	10.22		1	
Deputy - Appraiser	8.20	10.19	12.63		9.00	9.65		1	
Deputy - GIS Tech	8.20	10.19	12.63		9.00	9.14		0.5	
<u>County Jail</u>									
<u>Attendant</u>									
Attendant/ Mgr	8.00	9.21	10.75		10.00	11.10		1	
Operator	10.00	11.85	14.55		10.00	11.10		1	
Driver	9.25	11.74	14.55		10.00	11.10		1	
<u>District Court</u>									
District Clerk	n/a	n/a	n/a		9.00	9.91		1	
Probation Officer	n/a	n/a	n/a		9.00	9.14		1	
<u>Prosecuting Attorney</u>									
Legal Assistant	n/a	n/a	n/a		9.00	9.14		0.2	

Stone										Stone									
Employment classifical Class 2 Counties Salary Su County										County									
by Department		Minimun	Average	Maxium		Starting	Actual			FTE's		Comments							
Sheriff																			
Chief Deputy		12.07	15.47	19.10		12.00	12.87				1								
Investigator		12.01	14.44	17.21		12.00	12.43				1								
Asst. Investigator		12.01	14.44	17.21		12.00	12.22				1								
Deputies									4										
Certified		11.17	13.26	15.79		11.23	11.60				1								
						11.23	11.23				1								
						11.23	11.60				1								
						11.23	11.60				1								
UnCertified		11.17	13.26	15.79		10.72	10.72				1								
Part Time		n/a	n/a	n/a		11.23	11.23				0.5	Certified							
						10.72	10.72				0.5	uncertified							
Administ. Assistant		9.03	10.65	13.66		9.00	9.91				1								
Jailer/Dispatcher		8.18	10.33	12.75		9.00	9.65	9			1								
						9.00	9.65				1								
						9.00	9.14				1								
						9.00	9.65				1								
						9.00	9.91				1								
						9.00	9.65				1								
						9.00	9.65				1	paid							
						9.00	9.65				1	out of							
						9.00	9.14				1	E911							
Baliff		n/a	n/a	n/a		9.14	8.98				0.4								
Office of Emergency Management																			
OES- Coordinator		9.60	12.43	16.43		9.50	9.91				1	.50= OEM + .50 = Road							
Veterans Services		n/a	n/a	n/a		9.50	10.27				1								

* Heavy Equipment Operator
**Light Equipment Operator