COUNTY OF ORANGE, VIRGINIA
PERSONNEL POLICIES MANUAL

CLASSIFICATION PLAN AND SALARY STRUCTURE

POLICY NO.: 4.1 **EFFECTIVE:** 11/1/96
REVISED:

OVERVIEW: This policy describes the framework of the County's compensation structure.

SCOPE: This policy applies to all classified County positions, both full and part time.

PROVISIONS:

A. Structure:

For the purpose of establishing a salary structure for County positions, groups of positions performing comparable types and levels of work are grouped together to form classifications.

A classification describes work performed in general terms, and the knowledge, skills and abilities needed to perform the work.

Each classification is assigned a salary range with an identified minimum and maximum salary. The assigned salary range is referred to as the class's salary grade. The salary grade assigned to a class is determined by the work performed by the class, the competitive salary market for similar types of work, the internal alignment of classes, and the financial resources of the County.

Every new position established for the County is assigned to a classification. The position's classification dictates the salary grade and range of the position.

B. Establishing New Classes and Grades:

The County Administrator has sole authority for approving the establishment of new classifications and the reassignment of a salary grade (regrade) to an existing classification.

C. Salary Structure Adjustment:

On an annual basis, coinciding with the County budget process, the salary ranges assigned to all classifications will be reviewed by the County Administrator. The County Administrator will determine if the salary ranges need to be adjusted in response to the competitive market, cost of living or the financial condition of the County.

Any increases, decreases or other structure adjustments are recommended as part of the proposed annual budget. Adoption of the annual budget serves as the approval of the salary structure amendments.

D. Pay and Classification Plan:

A copy of the County's current Job Classification List is provided in this handbook.