

ARTHUR TOWNSHIP EVALUATION OF PERSONNEL AND WAGES POLICY

I. POLICY STATEMENT

In an effort to pay each employee of Arthur Township in a consistent and equitable manner for the relative worth of his/her contribution to the operations of the township, a job evaluation system has been established. It is the responsibility of the Township Supervisors to develop and maintain the job evaluation system and conduct job evaluations on all jobs.

II. JOB EVALUATION PROCEDURES

- A. When a job changes so substantially as to be considered a new job or a new job is created, the job description shall be rewritten, reviewed and authorized by the Township Supervisors.
- B. No individual may be hired into a new job before the job description has been written, evaluated and approved by the Township Supervisors.
- C. All positions will be evaluated yearly by the Township Supervisors.
- D. No later than April 1st of each year, each employee shall submit their own personal evaluation to be presented to the Township Supervisors.
- E. The Township Supervisors will do an evaluation of each employee based on their current job description.
- F. After the evaluation by the employee and the Township Supervisors, a mutual meeting shall be held to discuss the evaluation findings.

III. PROMOTION PAY POLICY

- A. Pay changes necessitated by this policy shall be implemented on the first day of the first payroll period following the Supervisors approval of the promotion or pay increase.
- B. A promotion is defined as the assumption of the duties of a job which involves greater responsibility and therefore higher pay.
- C. **All new employees will be evaluated after 6 months of employment to Determine a possible pay increase if the evaluation is favorable.**

IV. CREDIT FOR EXPERIENCE POLICY

- A. It is the policy of Arthur Township to recognize prior education and experience that a new employee has had. Subsequently, when an individual with previous relevant education and experience is offered a position in Arthur Township, his/her previous education and experience may be taken into consideration when determining the starting rate of pay. Prior experience must be recent, relevant and be of superior quality as indicated by references, back ground checks and any other pertinent information.