

<p>Department of Family and Children Services Administration Policies and Procedures Manual</p> <p>Title: County Salary Supplements</p>	<p>Section: Administration</p> <p>Part: 106</p> <p>Page: 1 of 1</p> <p>Date: July 2005</p>
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106. County Salary Supplements

- A. County Departments of Family and Children Services, subject to the approval of the Director of the Division of Family and Children Services and the DHR Office of Human Resource Management, may supplement salaries from county funds.
- B. All county salary supplements must be included on the regular payroll of the County Department.
- C. All county funded supplements to salaries must be in accordance with a plan providing for similar treatment of employees in the same job taking into account such factors as length of service, status, and service rating.
- D. The County DFCS must obtain an approved county budget that includes funds for salary supplements. The County Board of Commissioners must approve the County Budget. Subsequently, the DFCS Board must approve the awarding of the salary supplement.
- E. A letter must be written to Director of Department of Human Resources Office of Human Resource Management for FINAL approval of the salary supplement. The State Personnel Board may require any such supplement to be discontinued.
- F. All county funded salary supplements must be budgeted and reported through the state Uniform Accounting System (UAS).
- G. Salary supplements must be reported to Office of Human Resource Management and appropriate personnel actions must be prepared.
- H. County funded salary supplements **are included** in overtime calculations.
- I. The only Employer fringe that is to be calculated on County Supplements is FICA/Medicare.
- J. County salary supplements are either funded with cash match or 100% county funds depending on the program involved and/or fund availability. Services position cannot be cash-matched.