

PAY PLAN



This article contains guidelines that the Board of Cowley County Commissioners have approved to compensate its workforce. The Pay Plan describes the positions that are available and the associated grades and ranges the position can be compensated within. This article will reference the policy that is in the Personnel Policy.

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AT-WILL DISCLAIMER

These rules are not a contract. The policies and procedures contained in these rules constitute guidelines only. They should not be construed as a guarantee of employment for any specific period of time, for any specific type of work, or for any specific term. You have the right to terminate your employment with Cowley County at any time, with or without cause, and with or without notice. Cowley County reserves this same right and thus, may terminate your employment at any time, with or without cause, and with or without notice.

PART I – PLAY PLAN POLICY

RULE 1 - GENERAL PROVISIONS

SECTION 1.1 - PURPOSE OF RULES

The County's compensation program is designed to achieve two overall objectives. The compensation program assists in the attraction and hiring of the most qualified professionals available. Second, the compensation program ensures the development and retention of a qualified workforce.

One part of the compensation program is employee benefits, such as health insurance, life insurance, and retirement. These, of course, are part of an employee's compensation package and must be balanced with direct pay. The other part of the compensation program is base pay. Base pay is the pay that appears in the employee's paycheck for each pay period and to which all riders, such as FICA, KPERS, Workers' Compensation, etc. are attached.

Base pay is usually a key factor in attracting and maintaining a skilled work force. As such, a base pay program must be carefully constructed and maintained so that employees perceive their paychecks as equitable relative to other employees within the County and relative to the paychecks of employees in similar jobs in our area. If employees view their base pay as inconsistent relative to effort and responsibility or they believe it to be less than market value, they quickly become disenchanted with their work situations and seek employment elsewhere. Therefore, it is important that the County develops and maintains a sensible, consistent, and competitive base pay structure.

SECTION 1.2 - OBJECTIVES

A well-constructed and managed base pay program achieves the following objectives that are an important part in attracting and retaining qualified professionals:

- Establishes fairness in pay among job positions.
- Insures competitive pay rates.
- Helps direct work activity toward County objectives.
- Helps to control cost.
- Complies with laws & regulations.
- Effective and efficient.

Establish Fairness - develop and maintain pay schedules such that jobs of similar skills, responsibility, effort, and professional liability are compensated equally. The result is that employees view the County as having consistent and fair compensation practices and internal equity within pay grades. Whenever it is determined that there are pay inequities within the system, the County will do what it can to resolve those inequities as quickly as possible within given budget constraints.

Competitive Pay – ensure that the County has external equity with competitors in our region.

Control Costs – a well-developed and maintained pay program establishes an entry, mid-range, and maximum pay level for each job. These pay ranges are based on market value. This works well because both the County and the employee know the pay range for a specific job. This leaves the control of the amount of pay an employee can

potentially receive in the employee's hands. If the employee wants to increase pay beyond the maximum of the range they are within, the employee can choose to apply for a different job.

Complies with Laws and Regulations - a well-developed and maintained base pay program greatly assists management in meeting compliance obligations.

Effective and Efficient - a well-designed pay program should expedite operations by virtue of the fact that it fits the needs of the County; it is easy to understand and communicate; and it is simple to administer.

SECTION 1.3 – WAGE STRUCTURE

The County will utilize pay grades as a method to link jobs of a similar skills, responsibility, effort, and professional liability though the titles and departments that utilize those jobs may differ. Each job title within the pay grade is assigned an entry, mid-range, and maximum. One reason for using pay grades is to combine jobs that have quite different functions but have similar values. The reason they can be in the same pay grade is because the functions they perform are of relatively equal value to the County and reasonably fit within the same pay grade of the employment market.

Each job title has an entry wage. An entry wage is the base pay assigned to an employee that has the minimum level of skills and knowledge to perform the functions required of the job. The mid-range is assigned to an employee that has market level skills, knowledge, training, and experience to perform the position's functions. The maximum pay range establishes the highest level of pay the County is willing to pay an employee to perform the duties and responsibilities of a particular job in the pay grade based on years of education, training, and experience.

SECTION 1.4 – COMPENSATION SCHEDULE

Section 5.1 of the Personnel Policy requires that the County Commission establish a base compensation of all County merit employees in accordance with a compensation schedule.

Appendix 1 is the listing of job positions by pay grade. All positions allowed by the Cowley County Commission are either graded or ungraded. Positions not listed on this sheet shall not be allowed.

The County will begin the grading process by establishing the minimum educational level required to perform the job. Once that has been established, we will take into consideration any specialized training or certificates that are required of applicants before they are hired. Next, we will look at environmental/safety concerns to see if the job would merit a higher grade due to the dangerous environment. Finally, we will compare our job grade with other governments and businesses in our region to ensure we are trying to be as competitive as possible.

Appendix 1 is the compensation schedule of pay grades and ranges for each approved position. All positions listed on **Appendix 1** will be hired in at the entry level pay range unless they follow Section of the Cowley County Personnel Policy. No employee shall be paid more than the maximum allowed within the pay grade.

Increases in Compensation - Per the County Personnel Rules, there are two ways an employee can receive an increase in compensation (based on available funds):

After documentation is presented supporting additional qualifications related to the essential functions of the employees' position, i.e., education, training, or certifications.

Promotion into another position in a higher pay grade.

In a fiscal year where the Board of County Commissioners grants funding for compensation increases, employees who successfully complete probation may be eligible to receive a pay increase.

Employees maxed out of their pay grade - An employee who is maxed out shall not receive an annual pay increase unless either the scale is adjusted for inflation (Cost of Living Adjustment), or the employee is promoted into another position in a higher pay grade.

Wages for permanent, temporary, and seasonal part-time employees - This group is entitled to benefits per our Personnel Rules. Wages for these employees shall be consistent in the type of work they are performing and shall be established by the County Administrator.

SECTION 1.5 – LONGEVITY PAY

Cowley County recognizes and values the dedication and continued service of its employees. To reward long-term commitment, the County provides a **Longevity Pay Program** for eligible employees.

Eligibility - Each **full-time permanent County employee**, including **elected officials**, who has completed the required years of continuous service with Cowley County is eligible for a longevity payment. The employee must not be under a personnel improvement plan at the time and be approved to review a merit increase. Longevity pay is granted on the pay date of the merit payment for each year.

Longevity Pay Schedule - Eligible employees will receive the following one-time payments based on their years of service:

Years of Service Longevity Payment

3 years	\$100.00
5 years	\$150.00
7 years	\$200.00
10 years	\$250.00
15 years	\$300.00
20 years	\$350.00
25 years	\$400.00
30 years	\$450.00

Program Guidelines

- Longevity pay is not added to the employee's base pay and is issued as a separate payment.
- The employee must be actively employed with Cowley County on the eligibility date to receive payment.
- Approved leaves of absence do not affect service time calculations for longevity purposes.
- Breaks in service may impact eligibility; prior service will be reviewed according to County personnel rules.
- Longevity pay is **subject to applicable taxes and withholdings**.
- The County reserves the right to modify or discontinue the longevity pay program at any time, subject to budgetary considerations and action by the Board of County Commissioners.

Appendix 1

Pay Grade	Position Title		Entry	Mid-Range	Professional	Maximum
			\$13.74	\$15.59	\$17.46	\$18.52
			\$28,579	\$32,427	\$36,317	\$38,522
A	Grounds Care Technician					
A	Transport Driver - Attendant Care					

Pay Grade	Position Title		Entry	Mid-Range	Professional	Maximum
			\$17.71	\$19.48	\$21.31	\$23.15
			\$36,837	\$40,518	\$44,325	\$48,152
B	Administrative Associate					
B	Appraiser Technician					
B	Custodial Technician					
B	Finance Technician - Landfill					

Pay Grade	Position Title		Entry	Mid-Range	Professional	Maximum
			\$18.55	\$21.04	\$23.54	\$24.99
			\$38,584	\$43,763	\$48,963	\$51,979
C	Accounting Specialist					
C	Administrative Specialist					
C	Appraiser I					
C	Communications Officer I					
C	Corrections Officer I					
C	Equipment Operator I (No CDL)					
C	Motor Vehicle Specialist					
C	Personal Property Specialist					
C	Sanitation Technician					
C	Transport Deputy					

Pay Grade	Position Title		Entry	Mid-Range	Professional	Maximum
			\$20.04	\$22.74	\$25.43	\$27.00
			\$41,683	\$47,299	\$52,894	\$56,160
D	Assessment Specialist - Deputy Clerk					
D	Communications Officer II					
D	Corrections Officer II					
D	Election Clerk - Deputy Clerk					
D	Deputy Register of Deeds					
D	Emergency Management Specialist					
D	Equipment Operator II (With CDL)					
D	Facilities Maintenance Tech					
D	Legal Specialist					
D	IT Specialist					
D	Mechanic I - Sanitation Tech. II					
D	Sheriff Deputy I					
D	Risk Management Specialist					

Pay Grade	Position Title		Entry	Mid-Range	Professional	Maximum
			\$21.27	\$24.53	\$26.34	\$29.16
			\$44,242	\$51,022	\$54,787	\$60,653
E	Appraiser II					
E	CDDO Assessor					
E	Corrections Corporal					
E	Family Collaboration Coordinator					
E	Intensive Supervision Officer					
E	Specialty Intensive Supervision Officer					
E	Mechanic II					
E	Motor Vehicle Coordinator					
E	Noxious Weeds - Sign Coordinator					
E	Sheriff Deputy II					
E	Sr Equipment Operator					
E	Sr Sanitation Technician					
E	Facility Maintenance Supervisor					
E	Youth Community Supervision Officer					
E	Youth Services Intake Officer					
E	Truancy Officer					

Pay Grade	Position Title		Entry	Mid-Range	Professional	Maximum
			\$22.74	\$26.51	\$30.28	\$31.49
			\$47,299	\$55,141	\$62,982	\$65,499
F	Appraiser III					
F	Digital Media Specialist					
F	Commercial Appraiser I					
F	Communications Shift Supervisor					
F	Corrections Sergeant					
F	Deputy Treasurer					
F	Equipment Operator/ Sanitation- Foreman					
F	Financial Services Specialist					
F	Master Sheriff Deputy					
F	Sr Administrative Specialist					
F	Sr Emergency Management Specialist					
F	Sr Legal Specialist					

Pay Grade	Position Title		Entry	Mid-Range	Professional	Maximum
			\$24.53	\$28.63	\$32.73	\$34.01
			\$51,022	\$59,550	\$68,078	\$70,741
G	Commercial Appraiser II					
G	Computer Support Specialist					
G	Corporal Deputy					

Pay Grade	Position Title		Entry	Mid-Range	Professional	Maximum
			\$27.00	\$31.49	\$35.97	\$37.41
			\$56,160	\$65,499	\$74,818	\$77,813
H	Deputy Sergeant					

Pay Grade	Position Title		Entry	Mid-Range	Professional	Maximum
			\$29.16	\$34.01	\$38.86	\$40.41
			\$60,653	\$70,741	\$80,829	\$84,053
I	Corrections Captain					
I	Human Resources Coordinator					
I	Emergency Management Coordinator					
I	Sr IT Specialist					

Pay Grade	Position Title		Entry	Mid-Range	Professional	Maximum
			\$31.49	\$36.73	\$41.97	\$43.64
			\$65,499	\$76,398	\$87,298	\$90,771
J	Deputy Appraiser					
J	Deputy Lieutenant					

Pay Grade	Position Title		Entry	Mid-Range	Professional	Maximum
			\$34.64	\$40.41	\$46.19	\$47.99
			\$72,051	\$84,053	\$96,075	\$99,819
K	Register of Deeds					
K	Undersheriff					

Pay Grade	Position Title		Entry	Mid-Range	Professional	Maximum
			\$38.10	\$44.44	\$50.80	\$52.82
			\$79,248	\$92,435	\$105,664	\$109,866
L	CDDO Director					
L	County Clerk - Elections Officer					
L	County Treasurer					
L	Deputy County Attorney					
L	Economic Development Coordinator					
L	Emergency Services Director					
L	IT Manager					
L	Public Works Superintendent					
L	Community Based Services Director					

Pay Grade	Position Title		Entry	Mid-Range	Professional	Maximum
			\$41.91	\$48.89	\$55.87	\$57.44
			\$87,173	\$101,691	\$116,210	\$119,475
M	Sheriff					

Pay Grade	Position Title		Entry	Mid-Range	Professional	Maximum
			\$44.43	\$51.84	\$59.23	\$61.57
			\$92,414	\$107,827	\$123,198	\$128,066
N	County Appraiser					
N	County Attorney					

Pay Grade	Position Title		Entry	Mid-Range	Professional	Maximum
			\$47.98	\$55.97	\$63.94	\$66.49
			\$99,798	\$116,418	\$132,995	\$138,299
O	No Current Position					

Pay Grade	Position Title		Entry	Mid-Range	Professional	Maximum
			\$67.18	\$78.37	\$89.55	\$93.09
			\$139,734	\$163,010	\$186,264	\$193,627
AA	County Administrator					