



- 1** Call To Order
Prayer
Flag Salute
8:00 a.m.
- 2** Public Forum
This is reserved for public comment for any items not on the agenda limited to 3 minutes
8:00 a.m.
- 3** Fairground Meeting
8:05 a.m.
- 4** Weed Dept Annual Report
Chris Smith, Public Works Director
8:30 a.m.
- 5** EOP Promulgation
Keith Coleman, Facilities Director
8:45 a.m.
- 6** Flint Hills Area Agency on Aging
Julie Govert-Walter, Executive Director
9:00 a.m.
- 7** EMS Discussion
9:30 a.m.
- 8** Budget/COLA Discussion
Tammi Cox, County Clerk
10:00 a.m.
- 9** Consent Agenda
Accounts Payable
Commission Minutes (March 16th)
AAE's
10:30 a.m.
- 10** Clerk Comments
Tammi Cox, County Clerk
10:45 a.m.
- 11** Commissioner's Comments
10:50 a.m.
- 12** Announcements
10:55 a.m.
- 13** Adjournment
11:00 a.m.

FAIR GROUNDS PROPERTY/LAND USE AGREEMENT

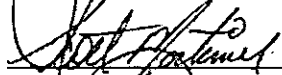
Deed Bk 261-141 Ottawa County Fair Association of Ottawa County, Kansas Quit Claims to Ottawa County, Kansas all interest in Real Estate, located at the Ottawa County Fair Grounds,

This document will be reviewed, updated and approved at least once a year at a meeting of the above entities on the 2nd Monday of February each year. Additional meetings can be added as needed.

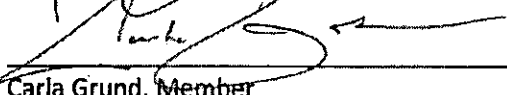
- 2016 - Document updated in January 2016.
- 2017 – No changes to document.
- 2018 – Document updated February 2018, with addition of 6-20’ aluminum bleachers.
- 2019- No changes to the document with the exemption of the bleacher changed and adding the Sturdi-built building.
- 2020- Changed Fair Association to Fair Board and added Quit Claim Deed to Ownership of Property.
- 2021- Document updated in sections Real Estate & Building Ownership, Mowing, New Construction, Liability Insurance, Building Security, Ottawa County Service Corporation Responsibilities.

Dated this 24th day of February, 2025

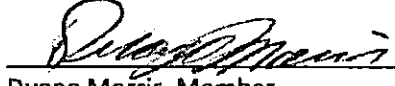
Ottawa County Board of Commissioners



Scott Mortimer, Chairman



Carla Grund, Member



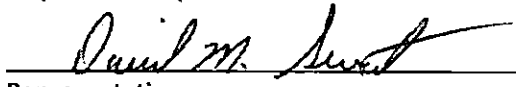
Duane Morris, Member

Ottawa County Fair Board




Representative

City of Minneapolis



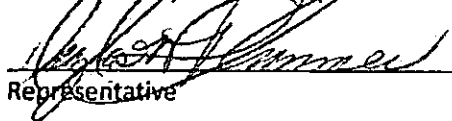
Representative

Minneapolis Recreation Commission



Representative

Ottawa County Service Corporation



Representative

FAIR GROUNDS PROPERTY/LAND USE AGREEMENT

Ottawa County Fair Board
Minneapolis Recreation Commission
Ottawa County Service Corporation

Ottawa County Board of Commissioners
City of Minneapolis
USD 239 North Ottawa County

Real Estate and Building Ownership:

All Real Estate is owned by Ottawa County and/or City of Minneapolis.

The buildings and north restrooms currently located on the property are owned by Ottawa County except for the following: The Methodist Church Stand is owned by the Methodist Church and maintained by the Methodist Church. This stand was remodeled and expanded in 2011.

The VFW stand is owned by the VFW and maintained by the VFW. The VFW erected a new building in 2015.

The Recreation Commission built a concession stand in 2007 and is owned by the City of Minneapolis. The Recreation Commission is responsible for maintenance and utilities.

USD #239 owns the Sturdi-built portable building that was put in 2018 behind the current backstop at the North field.

USD #239 owns the Sturdi-built portable building that was put in 2019 behind the current backstop at the South field.

Restroom Maintenance: The Minneapolis Recreation Commission and Fair Board agree to split the maintenance as follows: Recreation Commission South bathroom and Fair Board the North Bathroom. Subject to a case by case basis. The City of Minneapolis owns the south bathrooms, Ottawa County owns the north bathrooms.

Mowing: Ottawa County will mow the area north of the road by the river, every two weeks, April-September or as needed. Fair Board will mow the south arena, around barns and the covered arena. The Recreation Commission will basically mow everything else.

Spraying: County will spray the south arena, under the bleachers at south arena and RV pads, the South parking lot. Also, the show arena and the rock around the new restrooms.

Road Maintenance: Ottawa County will be responsible for regular maintenance of the road. Any major work or improvements to the road will have prior approval of the Recreation Commission and the Fair Board.

Right-of-Way: The Ottawa County Fair Board reserves the right to retain the right-of-way to the South Arena. This right-of-way is not to be used unless it is necessary.

Ballfield Lights: The Recreation Commission will be responsible for maintenance of the Ballfield lights. The City of Minneapolis pays for the electricity (currently not metered), and the Fair Board reserves the right to use the lights during the fair.

Score Boards – both North and South: Owned and maintained by the Recreation Commission.

Water: The Recreation Commission will pay all water bills. The Fair Board offered to pay for the days of the Fair. The Fair Board will take a picture ahead of the fair and after. The fair board will get with the Rec Commission to pay appropriately.

New Construction: The Fair Board, Recreation Commission and the Service Corporation will address all new construction. If the three entities cannot agree, they will present their case to the Ottawa County Commission, and the City of Minneapolis Council to settle any grievances. Any new construction will be discussed by the Fair Board, Recreation Commission and the Service Corporation for approval, and then the proposal presented to the Ottawa County Commission and the City of Minneapolis Council for final approval. Any improvement needs to be signed off on an Improvement Request Form by the entities.

Liability Insurance:

Ottawa County Fair Board will provide proof of current liability insurance and/or event insurance.

FAIR GROUNDS PROPERTY/LAND USE AGREEMENT

Recreation Commission will provide proof of current liability insurance, and proof of insurance coverage on the concession stand.

Ottawa County Service Corporation will provide proof of current liability insurance.

Ottawa County will provide insurance for all buildings other than the exceptions listed on page 1.

Minneapolis Recreation Commission will provide insurance on the two new scoreboards.

Building Security: As of 2015 all buildings are secured with digital keypads for locking. The Fair Board is responsible for codes for their buildings and the Recreation Commission is responsible for codes for their buildings. The new restrooms will have a new key box available with a digital code to access the box with the key(s) inside.

Bleachers: Each association owns bleachers and will be responsible to maintain their own bleachers. Entities reserve the right to borrow bleachers and lend bleachers, returning them in the same condition. Current Bleacher Inventory:

Fair Board: Owns 6 steel (4 have railing and netting), 4 aluminum seating, all with railing and netting, 5 Aluminum 20'-8 row with netting, and 1 Aluminum 20'-5 row with netting, with transport tires and hitch. The 20' bleachers were purchased with grant funding, and partial funds from USD #239. Recreation Commission: Owns 2 small portable 5-row aluminum bleachers, and 1 permanent bleacher.

Fences: The Recreation Commission will maintain their fences and the Fair Board will maintain their fences.

Picnic Tables: Current Picnic Table Inventory:

Recreation Commission: Owns 2 picnic tables, both with wheels and hitches.

Ottawa County: Owns 2 picnic tables, both with wheels, hitches, and taillights.

City of Minneapolis: Owns 2 picnic tables, both with wheels and hitches.

Fair Board: Owns 2 picnic tables, both with wheels and hitches.

All tables are labeled for ownership.

Fair Dates: The Ottawa County Fair dates will take precedence over all other activities.

Ottawa County Service Corporation Responsibilities:

The Service Corporation has meters for power. The City of Minneapolis currently pays the bills.

The Service Corporation is responsible for all set up and dismantle of their equipment.

The Service Corporation is responsible for all mowing around their area.

The Service Corporation will install permanent fence around all permanent rides when necessary, and temporary fence around temporary rides.

Any new permanent rides will be mapped and reviewed as stated above (Under New Construction Section) prior to purchase.

All temporary rides will be dismantled and removed within 30 days of the end of the fair each year.

Ownership of Property: The following references produce ownership of the fairgrounds

Misc. Bk 11-268 Original Lease from Markley's to Fair Assn.

Deed Bk 50-308A Jackman deeds to USD#239 and Fair Assn.

Deed Bk 57-77 Markley's deed to USD#239 and Fair Assn.

Misc. Bk 20-124 Sewer Easement from USD#239 to City of Mpls.

Misc. Bk 20-432 Sewer Easement from Fair Assn. to City of Mpls.

Deed Bk 69-327 USD#239 and Ottawa Co Commissioners deed 2 tracts to City of Mpls.

Deed Bk 70-229 Campbell's deed small tract to City of Mpls.

Deed Bk 90-140 USD#239 deeds their interest to City of Mpls. This results in the present ownership of City of Mpls. and Fair Assoc.

ANNUAL NOXIOUS WEED ERADICATION PROGRESS REPORT 2026; as required by KSA 2-1316.

County: **Ottawa**

Noxious Weed Supervisor's Name: **Brandon Sauers**

Instructions: Complete and sign form. Submit a copy to Kansas Department of Agriculture by **March 15, 2026**.

NOXIOUS WEED DEPARTMENT PERSONNEL

Name	Job Title	% Time Spent on Noxious Weeds
Brandon Sauers	Director	100
Joslyn Wade	Administrative assistant/applicator	100
Chris Smith	Department head	25

Monthly salary of the Noxious Weed Director beginning January 1, 2026 \$ _____

FINANCIAL SUMMARY

BUDGET

Budget for 2025	225,800
Mil levy for 2025	1.501
OR	
2025 General Fund - Mill Equivalent (How many mills would your general fund budget be equal to?)	
County valuation for 2025	109,671,733

EXPENDITURES

Personnel services	64,487.95
Contractual services	8,549.21
Commodities	
Chemical purchases	49,882.58 *
*Other commodities	15,067.38
Total Commodities	67,949.96
Capital outlay	5,000.00
TOTAL EXPENDITURES	145,987.12

REVENUE

Budgeted carryover (2024 to 2025)	122,002.70
County appropriation (Tax funds & others)	18,343,710
Current reimbursements	
Chemical	49,556.14 *
Equipment & Labor	0 *
Other	
Total reimbursements	49,556.14
Old accounts collected	0
TOTAL REVENUE	18,515,268.84

Carryover to next year's budget (2025 to 2026) 81,546.34

CAPITAL OUTLAY FUND

Beginning Balance 10,000

Receipts

Expenditures Identify Purchases:

Ending Balance 10,000

COUNTY OPTION WEEDS

List the county-option noxious weeds declared in your county (if any):

Bull Thistle _____

HERBICIDE DISBURSEMENT SUMMARY *

Chemical	Purchase Price	Cost Share Price	Formulation (wet or dry)	Total Disbursed in gal., #, oz., etc.
2,4-D				
2,4-D Amine				
Aminopyralid				
Dicamba				
Glyphosate				
Imazapic				
Imazapyr				
Metsulfuron Methyl				
Picloram				
Quinclorac				
Triclopyr				

ENFORCEMENT SUMMARY

Warning Notices	0	Enforcement Comments:
Legal Notices	0	
Court Cases	0	
Diversion Agreements	0	
Accounts to Tax Roll	0	
Meetings Sponsored	0	
Demonstration Plots	0	
Weed Free Forage Inspection	0	
Publish General Notice	0	

SIGNATURES

We certify this is a correct copy of the Ottawa County Noxious Weed Program for 2025.

We certify that Brandon Sauer is employed as Ottawa County Noxious Weed Director for 2026.

Chairman, Board of County Commissioners

Date

County Commissioner

Date

County Commissioner

Date

County Commissioner

Date

Brandon Sauer

Noxious Weed Director

Date

2026 Management Plan

For Ottawa County

Brandon Sauer, County Weed Director

Specify the goals and priorities of the program for the coming year.

Goals: To treat and maintain right of ways and identify problem areas with the proper management and treatments to control non-native, noxious and invasive plants.

Priorities: Improving our weed management needs. Communicate with the public and road and bridge department for right of way needs and ways we can improve our services

Specify the goals and priorities of the program for the next five years.

Goals: To stay current on new and safer treatments, methods and technology to use and improve ways to better communicate with landowners and the public.

Priorities: To utilize proper weed management for Ottawa county with current and new tools and methods gathered through education and communication with other departments and organizations.

Describe the areas which noxious weed species are known to occur within the county and specific locations of new infestations and areas particularly susceptible to new infestations.

Field bindweed	Found throughout the county
Musk thistle	
Sericea lespedeza	
Johnsongrass	
Bur ragweed	Not found in Ottawa county
Canada thistle	Not found in Ottawa county
Hoary cress	Not found in Ottawa county
Leafy spurge	Not found in Ottawa county
Quackgrass	Not found in Ottawa county
Kudzu	Not found in Ottawa county
Russian knapweed	Not found in Ottawa county

List any non-noxious invasive weed species you plan to control and the types of integrated weed control methods you plan on using on them.

Ottawa county will use all methods available to control all invasive non-noxious weeds to encourage the growth of desirable native plants and grasses. Some species of non-noxious invasive weeds include but are not limited to, common mullein, curly dock, iron weed, cheat grass, palmer amaranth western ragweed and kochia.

List your planned integrated weed management goals and procedures, with emphasis on noxious weed control on private land, including but not limited to biological control agent selection and distribution, pesticide selection and application and cultural and mechanical controls.

Biological Controls

Ottawa County does not currently implement any biological controls to suppress noxious weeds.

Chemical Controls

We use a variety of chemicals to cover a wide range of different plant species, the purpose and goal of this method is to be able to target specific species and to prevent resistance by using different modes of action and ensuring a better kill rate.

Cultural Controls

Ottawa county does not use any cultural methods for noxious weed management

Mechanical Controls

Ottawa county noxious weed works with the road and bridge department in using mowing and chopping as control methods.

Estimate the projected personnel, operations, and equipment costs of the proposed program.	
Personnel costs	
Operations costs	
Equipment costs	Ottawa county does not do any private work and does not rent equipment for public use.

List the methods you plan to use to encourage compliance, and the enforcement actions you will take if necessary.

Ottawa county Noxious weed department places the K.S.A 2-1331 (b) general notice in our local paper for (3) weeks beginning the first full week of march. During the early part of the spray season we send out K.S.A 2-1331 (a) warning notice to notify landowners of the infestations to encourage cooperation. If the landowner fails to cooperate then we will send out K.S.A. 2-1331 (c) legal notice dictating that the landowner must comply with state statute and county enforcements.

List your plans for working with state and/or federal agencies to control the noxious weeds on state and/or federal lands.

Our plan is to continue communication with local state departments in our area and to report and respond to areas of concern and infestations.

Describe your education and outreach plans for the coming year. Include training and professional development for yourself and your staff. (Attend District meetings? Annual Conference? Recertification?)

I plan for me and my applicator to attend the annual conference for certification hours, and education needed and any changes in state requirements, we will also attend district meetings to stay informed with current department requirements and continue personal relationships with counties in our districts. We will keep looking for certifications and training to improve us as public officials and our department.

List the facilities and equipment available for use in managing the noxious weeds in your county, including a list of the equipment available for rent to the public and the rent you charge.

Sales office: where we sell chemicals to and communicate with landowners and customers and where our records are kept.

Shop building: houses the 1999 IHC 4700 with an injection spray system, 2018 Dodge ram 3500 with removable skid sprayer, 2010 Kubota RTV 1100 with 115-gal skid sprayer, all vehicles have raven spray systems and Agterra mapping programs. This building also stores all our chemicals for sales and county use.

Noxious Weed Department Employees

Name	Title	Years of service in the Nx Weed Dept.	# Jobs within the county
Brandon Sauers	Supervisor	2	3
Joclyn Wade	Assistant/applicator	1	3
Chris Smith	Supervisor	2	2

Weed Program Funding	Cost Share Sales
<input checked="" type="checkbox"/> Tax Millage <input type="checkbox"/> General Funds	<input checked="" type="checkbox"/> Direct County Sales <input type="checkbox"/> Voucher Program

I certify that this is the official 2025 Management Plan of Ottawa County

 , County Weed Director _____ Date

_____, County Commissioner _____ Date

_____, County Commissioner _____ Date

_____, County Commissioner _____ Date

PROMULGATION

One of the responsibilities of Kansas counties required by K.S.A. 48-929, is the development and promulgation of a county Emergency Operations Plan (EOP) with the intention of saving lives and protecting property in the event of a major emergency or disaster.

This planning includes Mitigation to reduce the probability of occurrence and minimize the effects of unavoidable incidents; Preparedness to respond to emergency/ disaster situations; Response actions during an emergency/disaster; and Recovery operations that will ensure the orderly return to normal or improved levels following an emergency/disaster.

The Ottawa County Emergency Operations Plan (EOP) has been developed to establish the policies, guidance and procedures that will provide the elected and appointed officials, administrative personnel, governmental departments, non-governmental organizations (NGOs) and volunteer agencies with the information required to function in a coordinated and integrated fashion and to ensure a timely and organized management of the consequences arising from emergencies/disasters.

Pursuant with the Kansas Division of Emergency Management (KDEM) Review of Ottawa County Emergency Operations Plan, Approved-Pending Adoption, dtd. January 23, 2026; as the Ottawa County Board of County Commissioners, we further approve and adopt this county Emergency Operations Plan (EOP), direct that all personnel identified assume the roles and responsibilities and take appropriate actions as outlined herein.

ADOPTED this ____ day of April 2026.

Chair, Ottawa County Board of County Commissioners

Ottawa County Commissioner

Ottawa County Commissioner

Attest:

Tammi Cox, Ottawa County Clerk



**OTTAWA COUNTY
PERSONNEL POLICIES AND PROCEDURES**

EFFECTIVE DATE: 01/05/26

SECTION NO. 30

SUPERSEDES:

POLICY NO. 03

SUBJECT: Wage & Salary Administration

RELATED POLICY NO.

SCOPE: All Ottawa County Employees

Policy

Ottawa County (OC) aims to attract and retain qualified employees at all levels by offering fair and competitive salaries that align with the organization's economic needs and reflect the community's standards.

Objectives

1. To enhance employee performance, morale, and loyalty through fair and equitable salary administration.
2. To ensure consistency and fairness within all departments and divisions of the organization.
3. To maintain competitiveness by aligning compensation with current market pay rates.
4. To effectively manage payroll costs and salary expenditures.
5. To recognize and reward individual performance and abilities.
6. To standardize salary rates and methods for establishing, classifying, and promoting employees.

Methodology and Procedures

Ottawa County follows a systematic approach to classifying jobs and determining wages to ensure competitive and equitable pay.

1. Job Analysis

Job analysis is the process of defining the tasks, required skills, and qualifications for each position. This results in a detailed job description outlining essential and non-essential job functions. For new or significantly changed roles, managers and employees work with the Human Resources (HR) Department to complete a job analysis questionnaire. HR then creates the job description, which must be reviewed and approved. HR also determines if the job is exempt or non-exempt under the Fair Labor Standards Act (FLSA). Job descriptions are reviewed annually to ensure accuracy, and any changes will be discussed with the employee. New hires receive their job description upon employment, and any subsequent updates will be shared.



2. Job Evaluation

Job evaluation ranks jobs based on training requirements, complexity, and responsibility. OC uses job-content information and market data to determine the ranking of each job. Jobs with similar responsibilities and required skills are grouped together and assigned corresponding point values, which determine the salary grade.

3. Salary Structure

The salary structure consists of pay grades, each with a minimum, midpoint, and maximum salary range. Point values derived from the job evaluation process are linked to specific pay grades. The structure is reviewed annually and adjusted based on market data for benchmarked roles.

- Grades 10-15: range is 18% below/above the midpoint, with a 7% progression between grades.
- Grades 30-35: range is 22.50% below/above the midpoint, with a 10% progression between grades.
- Grades 40-42: range is 15% below/above the midpoint, with a 15% progression between grades.

Factors influencing pay decisions include knowledge, skills, experience, community pay levels, job scope, and special licenses. OC also recognizes a mixed market position for specified positions pre-determined by the compensation study. HR should be involved in all compensation decisions, especially for new hires above the job grade minimum.

4. Job Classification

Job classification is the process of matching each employee to the appropriate job description and pay grade. New hires should start at or above the minimum for the position, based on qualifications. All pay related decisions require HR approval.

Pay Scale Maintenance and Annual Pay Increases

OC generally implements an annual Cost-of-Living Adjustment (COLA), applied as a broad pay scale adjustment that updates grades and steps for applicable positions. This increase may be paused during periods of financial hardship. The Human Resources Department recommends the COLA amount and overall salary budget, which are then reviewed and approved by the Board of County Commissioner's. The Board may modify these recommendations as needed to align with County financial priorities.

1. Annual COLA and Pay Plan Adjustments

- Each year, the County reviews and applies a COLA/Pay Plan Adjustment based on the 12-month rolling Midwest Consumer Price Index (CPI).
- OC aims to recommend a minimum 1% COLA adjustment each year, effective with the first pay period of the new year.



3. **Professionalism:**
 - Maintain a respectful, positive attitude with all stakeholders.
 - Follow County policies, ethical guidelines, and codes of conduct.
 - Collaborate well with colleagues and supervisors to foster a supportive work environment.
4. **Initiative and Problem-Solving:**
 - Identify and address issues proactively.
 - Take on new challenges and offer innovative solutions to improve outcomes.
5. **Professional Development:**
 - Engage in both required and voluntary professional learning opportunities.
 - Apply new skills and knowledge to enhance job performance and team growth.
6. **Student/Stakeholder Impact (if applicable):**
 - For student-facing roles, demonstrate measurable positive outcomes in student learning, engagement, or well-being.
 - Build strong relationships with students, families, and the community.
7. **Communication:**
 - Maintain respectful, timely, and clear communication with students, parents, colleagues, and supervisors.
 - Resolve issues effectively in line with County expectations.
8. **Adherence to Goals and Objectives:**
 - Meet or exceed performance goals set during the previous evaluation cycle, including targets related to student success, program outcomes, or departmental objectives.
- **Eligibility for Step Increase:**
 - To be eligible for a step increase, an employee must:
 - i. Consistently meet or exceed the performance and attendance expectations outlined above during the year.
 - ii. Have not been placed on a performance improvement plan or received any disciplinary/corrective actions during the prior year.

Incremental grade and step increases will follow the County's established compensation schedule outlined below:



2. Employee Step Increases

- OC uses a structured grade and step compensation model where salary increases are tied to both performance and step progression. To be eligible for a step increase, employees must meet attendance expectations and performance standards.

i. **Attendance Standards:** Maintaining reliable attendance is essential for the County's operations and the delivery of educational services. The following standards apply:

1. **Punctuality:**

- Employees are expected to report on time and remain at work for their scheduled hours unless otherwise approved in advance.

2. **Notification of Absence:**

- Employees must inform their supervisor or designated contact as early as possible, and no later than the start of their shift, if they will be absent or late. Absence reporting must follow County policy.

3. **Acceptable Use of Leave:**

- Absences must align with approved leave types, such as sick, personal, vacation, or other authorized leave.

4. **Excessive Absenteeism:**

- Unscheduled, repeated, or patterned absences; chronic tardiness; or early departures outside of approved leave will be considered excessive.

5. **Monitoring and Accountability:**

- Supervisors will regularly monitor attendance and address concerns through established County protocols.

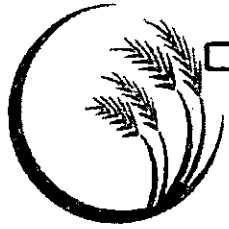
ii. **Basic Performance Standards:** To qualify for a step increase in the upcoming year, employees must demonstrate effective and consistent performance in the following areas

1. **Job Responsibilities:**

- Fulfill the essential functions of the role efficiently and competently.
- Meet expectations as outlined in the job description.
- Submit timely and accurate reports, records, and communications.

2. **Quality of Work:**

- Consistently meet or exceed quality standards with attention to detail and timely completion.
- Show accuracy, effectiveness, and professionalism in all responsibilities.
- Contribute to improvements in processes, practices, or services.



OTTAWA COUNTY

EST. 1866

Grades 10–15 22 Steps		Grades 30–35 27 Steps		Grades 40–42 18 Steps	
Step	Increase	Step	Increase	Step	Increase
A	Hiring Rate	A	Hiring Rate	A	Hiring Rate
B – G	2.500%	B – I	2.500%	B – F	2.500%
H	2.250%	J	2.250%	G	2.250%
I	2.000%	K	2.000%	H	2.000%
J	1.750%	L	1.750%	I	1.750%
K	1.500%	M	1.500%	J	1.500%
L-W	1.250%	N-BB	1.250%	K-S	1.250%

Contracted Individuals:

- All salary increases for contracted individuals must be planned in advance, included in the budget, and approved by Human Resources, Finance, and the Board of County Commissioner's.

Pay Differentials

Pay differentials recognize additional pay for specific competencies or working conditions. OC may offer differentials for certain functions or positions.

Reclassifications

When a job's responsibilities change significantly, the position is re-evaluated and reclassified. If the position is upgraded or downgraded, the employee's salary is adjusted accordingly.

Promotions

Employees may be promoted to higher pay grades based on qualifications, experience, and job requirements. Promotional increases are typically between 5% and 15%. Any promotional increase above 15% requires approval from HR and the Board of County Commissioner's.



Transfers

Transfers occur when an employee moves to a new position within the same pay grade or department. The employee retains their current grade and step/pay unless a promotion is involved.

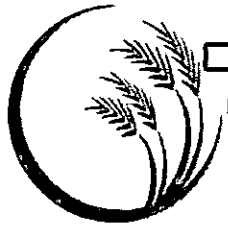
Market Adjustments

Market adjustments are made to align pay with changes in the job market or when a position is upgraded. These adjustments do not constitute a promotion but ensure internal equity and competitiveness.

"Grow-BUILD/BUY-Up" Talent Strategy

Ottawa County value both developing internal talent ("Grow-BUILD") and recruiting external talent ("BUY-Up"). The "BUY-Up" strategy offers higher starting pay for external candidates with relevant, transferable and verifiable (RTV) experience. OC considers external experience when setting compensation and limits the amount of external (non-OC) experience used in salary calculations. This approach supports a balance of internal development and external recruitment.

- External candidates with transferable experience receive compensation based on a specific matrix, considering relevant experience.
 - one (1) year for every two (2) years of non-OC RTV experience
 - a maximum of 20 years' external RTV experience; with a maximum buy-up option of 10 years



OTTAWA COUNTY

EST. 1866

Voluntary Change of Classification

If an employee voluntarily moves to a lower classification, their salary will be adjusted according to the new position's pay grade.

Demotions

Demotions result in a lower pay grade and salary. Employees accepting a demotion will receive compensation based on the new position.

Scott Mortimer, Chairperson
Ottawa County
Board of County Commissioners



Internal Promotion Pay Scale Alignment Form

Purpose:

This form is used to evaluate and document appropriate pay scale placement for internal promotions. It ensures alignment with compensation policies based on the employee's expanded duties, increased scope, and relevant, verifiable experience.

Section 1: Employee & Position Information:

Employee Name: _____	Current Position: _____
Current Grade Step: _____ _____	Current Pay: \$ _____
Proposed Position Date: _____	Proposed Position: _____
Grade & Step Alignment: _____ _____	Promotion Policy Calculation: \$ _____

Section 2: Basis for Promotion:

Summary for the promotion: job changes, leadership roles, additional responsibilities, and demonstrated readiness for advancement:

Section 3: Experience & Performance Summary:

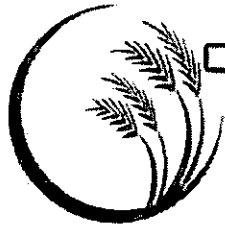
<i>Discussion Criteria</i>	<i>Examples or Evidence</i>
1. Experience in Current Role	
2. Readiness for Higher-Level Responsibilities	
3. Leadership or Team Contributions	
4. Relevant Certifications or Training	
5. Exceptional Performance or Initiative	
6. Prior External RTV Not Previously Applied	
TOTAL Prior RTV Not Considered:	0
	Additional/New RTV: 0

Section 3: Additional Summary/Justification for Proposed Pay:

Summary comments to support recommended pay that differs from the calculated promotion policy calculation:

Section 4: Final Wage Recommendation – Promotion is not final until all approvals are received.

Recommended Grade, Step & Promotion Wage: Grade: _____ | Step: _____ | Starting Wage: \$ _____ Hrly | Salary



OTTAWA COUNTY

EST. 1866

Section 5: Approvals

Department Director (if applicable):

Name & Signature: _____

Date: _____

Human Resources:

Name & Signature: _____

Date: _____

Verified eligibility and internal equity

Pay level approved for promotion

Finance / Budget Officer:

Name & Signature: _____

Date: _____

Funding source and salary budget confirmed

Pay level approved for promotion

Starting Pay Assessment Form

Section 1: Candidate and Position Information:

Candidate Name: _____ Position Title: _____
Hiring Manager: _____ Position Minimum: _____
Application Date: _____ Resume Attached: _____

Section 2: Relevant, Transferable, & Verifiable (RTV) External Candidate Experience:

Work experience levels based on the objectives of the job, required skills, level of responsibility, type of decision making, and types of interactions within the organization.

<i>RTV – Company Name & Position Title</i>	<i>Years</i>	<i>Notes</i>
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TOTAL RTV:

Applied RTV Variable:

Section 3: Final Wage Recommendation

Recommended Grade and Step: _____ Grade: _____ | Step: _____
Recommended Starting Wage for External Candidate: (Hourly / Salary) \$ _____ - _____

Section 4: Approvals

Hiring Manager: _____	Date: _____
Human Resources: _____	Date: _____
Finance: _____	Date: _____