

## DEPARTMENT HEAD SALARY POLICY

1. The Board of County Commissioners shall set the new Department Head's salary at 90 percent of that of the present Department Head.
2. The Department Head will have a probationary period of six months.
  - 2.1 The committee for the department of the new Department Head will give a written evaluation to the entire Board after six months. The committee or the Board will discuss the evaluation with the Department Head.
  - 2.2 Upon completion of the evaluation, the committee shall present their recommendation to the Board as to the amount of salary the Department Head should receive.
    - a) The committee may recommend raising the Department Head salary to the top of the wage scale after the evaluation.
    - b) If the new Department Head is not taken to the top of the wage scale, the committee shall evaluate and recommend salary for the Department Head every six months until the Department Head has reached the top of the wage scale.
3. When a Department Head is requested by a sub-board to attend its meetings in an advisory capacity after regular working hours, said Department Head will be paid per diem and mileage.
  - 3.1 Requests by the sub-board must be in writing to the Board of County Commissioners.

ADOPTED 7.25.90