

POLICY AND PROCEDURE

SUBJECT/TITLE:	Salary Schedule
SCOPE:	Pay Ranges for GCHD Staff
CONTACT & DIVISION:	Health Commissioner, Administration
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PURPOSE

The intent of this document is to define the salary ranges for Galion City Health Department Staff. Adherence to this standard will:

1. Set a salary range;
2. Define when salary can be altered; and
3. Define probationary pay.

POLICY

The salary schedule of the Galion City Health Department is set in order to define starting salary ranges, probationary pay periods, and describe when pay raises may occur. The Galion City Health Department Board of Health may change, alter, and/or override the salary schedule with a majority vote.

BACKGROUND

This policy allows for a streamlined definition of the GCHD Salary Schedule. This policy also lends itself as a guide for staff and administration when determining salary increases.

PROCEDURES & STANDARD OPERATING GUIDELINES

I. Salary Ranges

- A. **Health Commissioner** - Salary Range \$34-\$42 per hour (\$8 range)
- B. **Director of Environmental Health** - Salary Range \$25-\$32 per hour (\$7 range)
- C. **Director of Nursing** - Salary Range \$25-\$32 per hour (\$7 range)
- D. **Reproductive Health & Wellness Manager** - Salary Range \$35-\$42 per hour (\$7 range)
- E. **Business Services Officer/Vital Statistics Registrar** - Salary Range \$17-\$24 per hour (\$7 range)
- F. **Disease Intervention Specialist/Health Educator** - Salary Range \$19-\$26 per hour (\$7 range)
- G. **Public Health Nurse III (RN w/ BSN)** - Salary Range \$22-\$27 per hour (\$5 range)
- H. **Public Health Nurse II (RN w/out BSN)** - Salary Range \$21-\$26 per hour (\$5 range)
- I. **Public Health Nurse I (LPN)** - Salary Range \$15-\$20 per hour (\$5 range)
- J. **Medical Assistant II** - Salary Range \$13-\$18 per hour (\$5 range)
- K. **Medical Assistant I** - Salary Range \$9-\$13 per hour (\$4 range)

II. Probationary Period

- A. Probationary periods are set forth in the Galion City Health Department Personnel Policy and Procedure Manual.
- B. Pay during probationary time will not be below the minimum within the salary range.
- C. After successful probationary evaluation, the pay rate may be increased by the Health Commissioner, with Board of Health approval.

III. Non-Probationary Pay Raises

- A. The Health Commissioner, with BOH approval, may grant individual salary increases based on performance evaluations.

CONTRIBUTORS

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SIGNATURES

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