

## POLICY AND PROCEDURE

<b>SUBJECT/TITLE:</b>	Salary Schedule
<b>SCOPE:</b>	Pay Ranges for GCHD Staff
<b>CONTACT PERSON &amp; DIVISION:</b>	Trish Factor Health Commissioner, Administration
<b>ORIGINAL DATE ADOPTED:</b>	6/13/17
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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

- Health Commissioner**
  1. Salary Range \$34-\$42/ hour
- Director of Environmental Health**
  1. Salary Range \$25-\$32/ hour
- Director of Nursing**
  1. Salary Range \$25-\$32/ hour
- Reproductive Health & Wellness Manager**
  1. Salary Range \$35-\$42/hour
- Business Services Officer/Vital Statistics Registrar**
  1. Salary Range \$17-\$24/ hour
- Disease Intervention Specialist/ Health Educator**
  1. Salary Range \$19-\$26
- Administrative Assistant**
  1. Salary Range \$10-\$14/ hour
- Administrative Assistant- Medical Assistant**

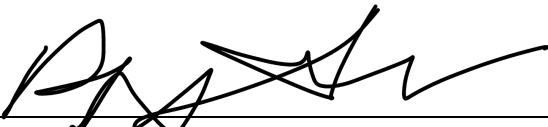
1. Salary Range \$10-\$15/hour
- I. **Medical Assistant**
  1. Salary Range \$9-\$13/ hour
- J. **Public Health Nurse III** (RN w/ BSN)
  1. Salary Range \$22-\$27/ hour
- K. **Public Health Nurse II** (RN w/out BSN)
  1. Salary Range \$21-\$26/ hour
- L. **Public Health Nurse I** (LPN)
  1. Salary Range \$17-\$20/ hour
- 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

The following staff contributed to the authorship of this document:

1. Trish Factor Health Commissioner, primary author

#### SIGNATURES

  
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11 / 10 / 2021  
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Date