

TO: Augusta County Board of Supervisors  
Patrick J. Coffield, County Administrator

FROM: Jean Shrewsbury, Commissioner of the Revenue

DATE: April 22, 2002

SUBJECT: Commissioner's Staff - County Pay and Classification Plan

This memorandum will serve to outline the terms of understanding between the Board of Supervisors and the Commissioner of the Revenue in regards to including the employees of the Commissioner of the Revenue under the County Pay and Classification Plan.

1. Commissioner agrees to use the County Evaluation and Merit System and to file the evaluations annually in the Human Resource Department.
2. Commissioner agrees to provide an accounting as of June 30, 2002 of all accrued annual and sick leave balances and to report each pay period any usage. Commissioner agrees to accept all Holidays as defined by the County.
3. Commissioner understands that future increases offered by the State through the Compensation Board will not be passed automatically to the staff due to the fact that they would be covered under the county merit/increase system
  - Regardless of what the county pay and classification plan states it is understood that the salaries for commissioner's staff will be no less than the salaries approved by the Compensation Board as this is required by state law.
4. Commissioner of the Revenue maintains that the inclusion of employees in the County Pay and Classification Plan shall not change the status of such employees as appointees of a constitutional officer who serve at the will and pleasure of the Commissioner concurrent with the Commissioner's term of office, nor shall it deprive the Commissioner of control over the actions of their appointees, but shall serve as the basis for supplementation of salaries as permitted by law.
5. Commissioner does not agree to include appointees under the County Grievance Policy or Procedure, as the appointees serve as an extension of the Commissioner and derive all powers from the status of the Commissioner as an elected Constitutional Officer. Commissioner does agree to abide by all applicable state and Federal laws regarding FLSA, FMLA, EEO/AA and other such applicable statutes as applied to appointees of elected officials.
6. Commissioner does agree with the Reclassification Plan presented by the Human Resource Manager.
7. The terms of this agreement shall be mutually acceptable by both the County Board of Supervisors and the Commissioner of the Revenue and shall remain in effect until amended or discontinued by the Board, or the Commissioner of the Revenue upon 30 days notice by either party. In no case shall terms and conditions of this agreement extend past the term of office of the current Commissioner but can be revalidated with each successive Commissioner.