

PAY/TITLE CHANGE REQUEST POLICY

Effective February 6, 2024

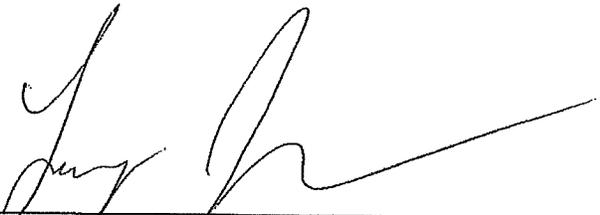
Amended April 1, 2025

Purpose: The Brookings County Commission sets an annual budget each year. As part of that process, budget hearings are held in June. At that time, the Commission will hear from Department Heads about pay and/or title change requests for current employees. **This is the only time during the year these types of requests will be considered (see #4 below).

Guidelines:

1. Department Head requests for pay and/or title changes for any current employees, including themselves, must be made as part of the annual budget process.
2. When budgets are submitted, Department Heads must provide information on any changes they are seeking, to include a proposed title change (if applicable), wage grade and/or step increase change, budget impact, reason why change(s) are being requested, and any change to a job description.
3. The Commission will review these requests during budget hearings. If an Executive Session is needed to discuss the performance of a specific employee, that will be scheduled for a future commission meeting.
4. **No requests will be heard outside of this timeline and process unless an extraordinary situation develops. If a Department Head believes they have an extraordinary situation, they need to discuss it with their commissioner liaison who will bring it to the full Commission to determine if they will make a consideration outside of this policy.

Approved and amended this 1st day of April 2025.



Larry Jensen, Commission Chairperson
Brookings County Commission