

CERTIFIED COPY OF ORDER**STATE OF MISSOURI**

} ea.

October Session of the October Adjourned

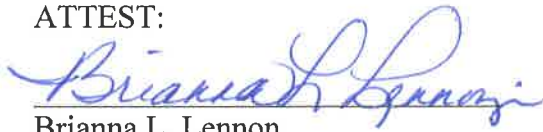
Term. 20 25**County of Boone****In the County Commission of said county, on the**

14th

day of October**20 25****the following, among other proceedings, were had, viz:**

Now on this day, the County Commission of the County of Boone does hereby enter into the record the Proclamation Recognizing October as Cybersecurity Awareness Month.

Done this 14th day of October 2025.

ATTEST:

Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner
Justin Aldred
District I Commissioner
Janet M. Thompson
District II Commissioner

578 -2025

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

October Session of the October Adjourned

Term. 20 25

County of Boone

} ea.

In the County Commission of said county, on the

14th

day of October

20 25

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby rescind Commission Order 492-2025 and approve the amended request to transfer above the authorized transfer salary for position number 702, Assistant Prosecuting Attorney II, and does hereby authorize an appropriation of \$80,017.60 per ~~hour~~ ^{year} for the salary of said position.

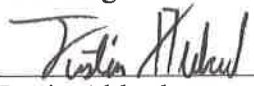
Done this 14th day of October 2025.

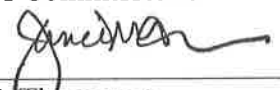
ATTEST:



Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

509 -2025

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October Session of the October Adjourned

Term. 20 25

County of Boone

In the County Commission of said county, on the

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day of October

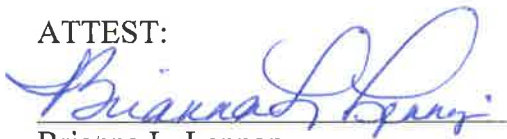
20 25

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve a request to transfer above the Authorized Transfer Salary for position number 862, Shift Supervisor, and does hereby authorize an appropriation of \$36.83 per hour for the salary of said position.

Done this 14th day of October 2025.

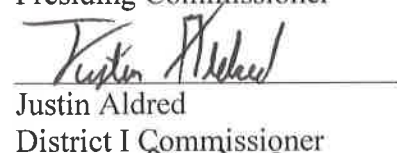
ATTEST:



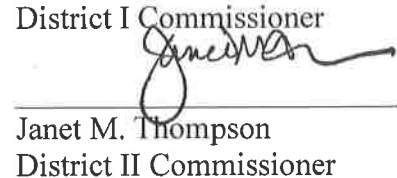
Brianna L. Lennon
Clerk of the County Commission



Kip Kendrick
Presiding Commissioner



Justin Aldred
District I Commissioner



Janet M. Thompson
District II Commissioner

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County of Boone

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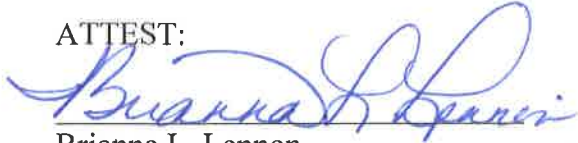
20 25

the following, among other proceedings, were had, viz:

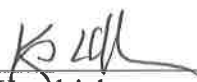
Now on this day, the County Commission of the County of Boone does hereby approve a request to transfer above the Authorized Transfer Salary for position number 863, Shift Supervisor, and does hereby authorize an appropriation of \$31.80 per hour for the salary of said position.

Done this 14th day of October 2025.

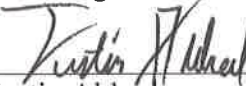
ATTEST:



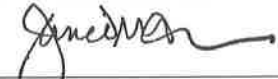
Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick

Presiding Commissioner


Justin Aldred

District I Commissioner


Janet M. Thompson
District II Commissioner

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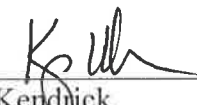
day of October**20 25****the following, among other proceedings, were had, viz:**

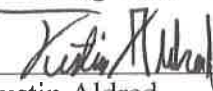
Now on this day, the County Commission of the County of Boone does hereby approve a request to transfer above the Authorized Transfer Salary for position number 857, Lead Emergency Telecommunicator, and does hereby authorize an appropriation of \$29.70 per hour for the salary of said position.

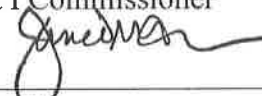
Done this 14th day of October 2025.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner


Justin Aldred
District I Commissioner


Janet M. Thompson
District II Commissioner

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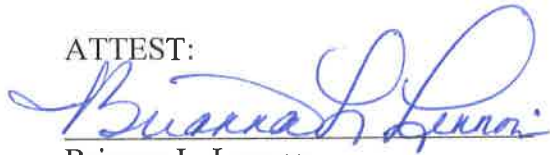
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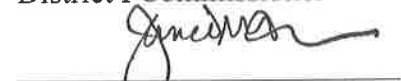
day of October**20 25****the following, among other proceedings, were had, viz:**

Now on this day, the County Commission of the County of Boone does hereby approve a request to reclassify position 1008, Court Clerk II to Court Clerk II Pool to be budgeted at 840 hours.

Done this 14th day of October 2025.

ATTEST:

Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner
Justin Aldred
District I Commissioner
Janet M. Thompson
District II Commissioner

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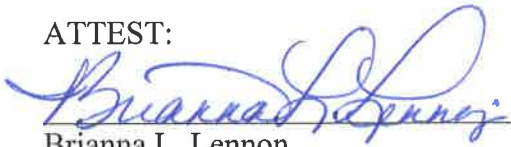
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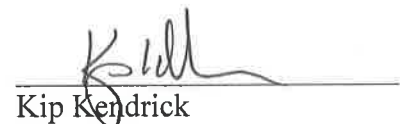
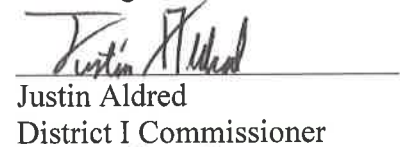
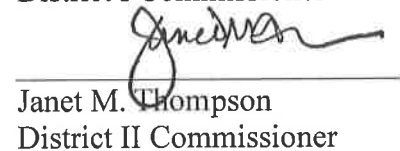
day of October**20 25****the following, among other proceedings, were had, viz:**

Now on this day, the County Commission of the County of Boone does hereby approve a standing request to hire above the flexible hiring maximum for position 1008, Court Clerk II Pool up to \$20.18 per hour for the salary of said position.

Done this 14th day of October 2025.

ATTEST:

Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner
Justin Aldred
District I Commissioner
Janet M. Thompson
District II Commissioner

574-2025

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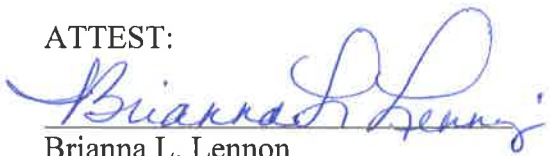
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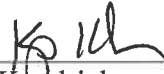
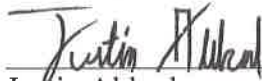
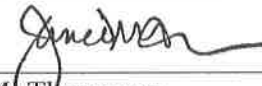
Now on this day, the County Commission of the County of Boone does hereby accept the recommendation of the Personnel Advisory Committee to modify and adopt the Boone County Personnel Policies 1.4 Employment Classifications, 1.11 Six-Month Probationary Period, 3.2 Pay Period, 3.3 Pay Day, 3.5 Time Keeping, and 3.7 Salary Adjustments as written in the attached draft policies.

Done this 14th day of October 2025.

ATTEST:



Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner
Justin Aldred
District I Commissioner
Janet M. Thompson
District II Commissioner

Boone County Human Resources & Risk Management

Angela Wehmeyer
Director, Human Resources
and Risk Management



613 E. Ash Street
Columbia, MO 65201
Phone: (573) 886-4405
Fax: (573) 886-4444

October 9, 2025

Recommendations from Personnel Advisory Committee

As a result of the work completed to implement a new pay structure in the 2026 budget year, Human Resources, along with the Pay Plan Work Group, developed modifications to Boone County Policies impacted by the proposed pay structure.

The Personnel Advisory Committee (PAC) met on September 18, 2025, September 23, 2025, and October 3, 2025, to discuss policy modifications to Personnel Policies 1.4 Employment Classifications, 1.11 Six-Month Probationary Period, 3.2 Pay Period, 3.3 Pay Day, 3.5 Time Keeping, and 3.7 Salary Adjustments as a result of work done to implement a new pay structure in the 2026 budget year.

After discussion and feedback of the proposed policy drafts, the Personnel Advisory Committee voted unanimously to bring forward the attached final drafts of modifications of existing personnel policies for Commission approval.

1.4 Employment Classifications

The County has established a step and range pay structure with multiple functional job families. County positions are classified within a designated functional job family and assigned a pay grade within the assigned job family. These classifications do not guarantee employment for any specified period nor affect the at-will employment relationship between the employee and County.

On an annual basis, the County will evaluate its pay structure to determine if an adjustment is warranted due to inflation and/or other factors which impact the market competitiveness of the County's pay plan. The Human Resources Department will review the Consumer Price Index as certified by the Missouri State Tax Commission to measure inflation since the last time the pay structure was adjusted and report that information to the County Commission.

On a rotating, multi-year cycle, Human Resources will evaluate functional job families to determine if adjustment is warranted due to changes in market conditions or other factors that could impact the job family or positions placed within the job family.

Subject to budget authority, the Commission will make a determination of whether and to what extent to adjust the pay structure and/or pay grades.

An employee whose rate of pay is below the adjusted minimum for their position will receive a pay increase up to the adjusted minimum, effective on the date the pay grades are adjusted.

1.11 Six-Month Probationary Period

A probationary period of six (6) months will follow initial employment. This time should be regarded as an integral part of the employment process and utilized for observing the employee's work, ensuring the ability to perform the duties as assigned, and replacing any employee whose performance does not meet the required standards. At the option of the Administrative Authority, the probationary period may be extended by written notice to the employee for no longer than a total probationary period of twelve (12) months.

County employees may accrue and use both sick and vacation leave during their probationary period in accordance with policies in this manual.

Employees serving a probationary period are eligible to receive pay increases. The Administrative Authority may award a pay increase to that position, subject to budget availability.

3.2 Pay Period

The pay period shall be two (2) work weeks for non-law enforcement employees and a 14-day work period for law enforcement employees.

3.3 Pay Day

Payday for all employees shall be the Friday following the end of the pay period.

3.5 Time Keeping

This section applies to all employees who are not exempt from Federal and State laws applying to overtime.

Each employee is responsible for accurately recording and reporting their time worked. Federal and State laws require the County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is defined as all time actually spent on the job performing assigned duties.

Employees must review and approve their time records for accuracy of all time recorded. Administrative Authorities will review and approve the time records before submitting them for payroll processing.

The Human Resources & Risk Management Department establishes policy concerning submission of time sheets. If an employee fails to submit a time sheet to the Administrative Authority, their paycheck may be delayed.

3.7 Salary Adjustments

The County Commission may appropriate funds in the annual budget for salary adjustments. The salaries of employees who meet or exceed the maximum of the range may not be included in the Salary Adjustment Pool calculation of the employees' respective offices or departments. In general, there are three (3) categories of salary adjustments:

1. **Cost of Living Adjustment (COLA):** On an annual basis, the County will evaluate its pay structure to determine if an adjustment is warranted due to inflation and/or other factors which impact the market competitiveness of the County's pay plan. The Human Resources Department will review the Consumer Price Index as certified by the Missouri State Tax Commission to measure inflation since the last time the pay structure was adjusted and report that information to the County Commission. Subject to availability of funding and approval, the Commission will make a determination of whether and to what extent to adjust the pay structure and/or pay grades.
2. **Salary Adjustment Pool:** This increase is allocated by the Administrative Authority from funds authorized by the County Commission and is based upon employees' documented performance. Increases may vary from employee to employee depending upon performance levels.
 - a) The Salary Adjustment Pool can be applied at the administrative authority's discretion with the following restrictions:
 - 1) No position may be paid above the maximum of the range.
 - 2) Partial step funding is not allowed. Positions that are below Control Point must be funded in step increments.
3. **Move to Minimum:** An employee whose rate of pay is below the adjusted minimum for their position will receive a pay increase up to the adjusted minimum, effective on the date the ranges are adjusted.

575 -2025

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County of Boone

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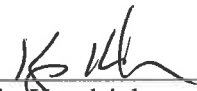
Now on this day, the County Commission of the County of Boone does hereby accept the recommendation of the Personnel Advisory Committee to modify and adopt the Boone County Flexible Hiring Policy and Authorized Transfer Policy as written in the attached draft policies.

Done this 14th day of October 2025.

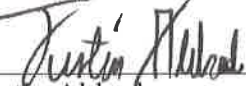
ATTEST:



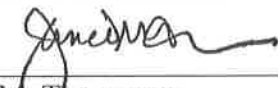
Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick

Presiding Commissioner


Justin Aldred

District I Commissioner


Janet M. Thompson
District II Commissioner

Boone County Human Resources & Risk Management

Angela Wehmeyer
Director, Human Resources
and Risk Management



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Columbia, MO 65201
Phone: (573) 886-4405
Fax: (573) 886-4444

October 9, 2025

Recommendations from Personnel Advisory Committee

As a result of the work completed to implement a new pay structure in the 2026 budget year, Human Resources, along with the Pay Plan Work Group, developed modifications to Boone County Policies impacted by the proposed pay structure.

The Personnel Advisory Committee (PAC) met on September 18, 2025, September 23, 2025, and October 3, 2025, to discuss policy modifications to the Boone County Flexible Hiring Range and Authorized Transfer Policy.

After discussion and feedback of the proposed policy drafts, the Personnel Advisory Committee voted unanimously to bring forward the attached final drafts of the amended Flexible Hiring Range (FHR) – Tiered Hiring Policy and Authorized Transfer Policy.

Flexible Hiring Range (FHR) – Tiered Hiring Policy

This policy establishes a **Flexible Hiring Range (FHR)** within the County's step-range pay structure to provide flexibility in offering competitive and equitable compensation based on a candidate's qualifications, experience, and labor market conditions. The FHR includes two tiers to allow for strategic placement of new hires while maintaining internal equity and fiscal responsibility. This policy applies to all classified County Positions within Boone County's approved pay plan.

1. Definitions

- A. **Hiring Authority:** The Administrative Authority or their designee responsible for hiring decisions within their office or department.
- B. **FHR Tier I:** A defined subset of steps within a portion of the pay range that allows flexibility to hire a candidate. This tier only requires approval from a Hiring Authority.
- C. **FHR Tier II:** A defined subset of steps above FHR Tier I reserved for highly qualified candidates based on set criteria outlined in this policy. FHR Tier II requires review by Human Resources and authorizing signatures by the County Commission.
- D. **Above FHR:** A salary above FHR Tier II requiring Human Resources review and recommendation and subject to approval by the County Commission at a regularly scheduled Commission meeting.

2. Policy Guidelines

2.1. General Hiring Flexibility

Hiring Authorities are authorized to hire candidates within the established FHR for each position. The two-tier structure is designed to align with the candidate's demonstrated qualifications.

3. Tier Definitions and Criteria

3.1. Tier I

- A. **Eligibility:** Candidates who meet the minimum qualifications for the position as stated in the job classification.
- B. **Hiring Range:** Steps A1 through A4
- C. **Hiring Authority Flexibility:** Hiring Authorities have full discretion to hire within Tier I without additional approval, based on experience, internal equity, budget, and recruitment conditions.

3.2. Tier II

- A. **Eligibility:** Candidates must meet one of the following options to be eligible for FHR Tier II:
 - 1. Option 1: Candidate possesses directly related experience that meets or exceeds the preferred qualifications of the position as defined by the job description; or,
 - 2. Option 2: Candidate possesses at least two of the following:
 - a. Possesses advanced degree or industry-recognized certification beyond the minimum qualifications.
 - b. Demonstrates a specialized or technical skillset that adds value to the role or department that exceeds minimum qualifications for the position.
 - c. Has relevant public sector or leadership experience that exceeds minimum qualifications for the position.

- B. **Hiring Range:** Steps B1 through B4
- C. **Documentation:** A written justification is required detailing how the candidate meets advanced criteria and the rationale for step placement.
- D. **Approval Process:** Human Resources will review Tier II requests and make a recommendation to the County Commission prior to their consideration for approval. Commission approval at this level does not require a commission order.

4. Exceptions

4.1 Hiring Above FHR: In extraordinary circumstances, Administrative Authorities may request to hire above the FHR Tier II. The Administrative Authority must:

- A. Complete a *Request to Hire Above FHR* form to be submitted to Human Resources.
- B. Demonstrate budget availability within the salary and wage appropriation, including budget adjustment if needed. The Auditor's Office will certify fund availability or work with the Administrative Authority and County Commission if budget adjustment is needed.
- C. Human Resources will review the request and develop a written recommendation regarding the proposed salary placement, considering the candidate's experience, internal equity analysis, and market conditions.
- D. Recommendations will be forwarded to the Boone County Commission prior to their consideration for approval at a regularly scheduled Commission meeting.

4.2 Promotions or Transfers: Internal movements are subject to the County's *Authorized Transfer Policy*.

5. Responsibilities

- A. **Hiring Authority:** Assess candidate qualifications and make placement recommendations within the FHR.
- B. **Human Resources:** Maintain FHR step ranges for all classifications, review and develop a written recommendation for all requests above FHR Tier I, and provide guidance to Hiring Authorities.
- C. **County Commission:** Review requests above FHR Tier I and consider for approval.

6. Review and Adjustments

The Human Resources Department will routinely review market data by job family on a rolling, yearly basis and, subject to budget availability and Boone County Commission approval, be directed to update pay grades and the flexible hiring ranges as needed to reflect market trends, recruitment outcomes, and internal equity.

Authorized Transfer Policy

1. Definitions

- A. **Transfer:** The movement of an employee from one position to another position that is on the same pay grade, a higher pay grade, or a lower pay grade. A transfer may occur within the same department or between different offices or departments.
- B. **Authorized Transfer Salary (ATS):** The salary for an eligible employee is authorized under this policy when a position transfer occurs. The ATS is defined as the greater of:
 - a. The employee's current base salary, not to exceed the control point of the new position's pay grade, or
 - b. A salary placement within *Tier I* of the new position's pay grade, as defined by the *Flexible Hiring Range (FHR) – Tiered Hiring Policy*.
- C. **Transfer Above ATS:** A salary request that falls above the *Authorized Transfer Salary* that requires additional review and is subject to the Flexible Hiring Range Policy and approval from the County Commission.

2. General Policy

- A. In order to provide Administrative Authorities with flexibility in retaining and attracting highly qualified internal candidates, Boone County authorizes the use of a flexible transfer policy.
- B. When an eligible employee transfers to a different position, the Administrative Authority may establish the employee's new salary according to the structure below, provided that the resulting salary does not exceed the maximum of the new pay grade:

Position in Salary Range

Approval Level

A. Salary up to the ATS: the greater of:

- 1. Employee's **current base salary up to the Control Point of the new range**, or
- 2. A salary placement within FHR Tier I of the new position's pay grade

Administrative Authority

B. Salary above ATS

Human Resources Review and County Commission Approval, per the Flexible Hiring Range policy for requests Above FHR.

3. Process for Requesting Salary Above ATS

- A. Requests above ATS will require a completed *Request to Transfer Above ATS* form to be submitted to Human Resources. Human Resources will then review the request and develop a written recommendation regarding the proposed salary placement, considering the candidate's experience, internal equity analysis, alignment with the Flexible Hiring Range Policy, and market conditions.
 - 1. **If the request above ATS falls within FHR Tier II:**
 - 1. Human Resources will forward the recommendation and the *Request to Transfer Above ATS* form to the County Commission for approval. Commission approval at this level does not require a commission order.

2. If the request above ATS exceeds FHR Tier II:

1. The Administrative Authority must demonstrate budget availability within the salary and wage appropriation, including a budget adjustment if needed. The Auditor's Office will certify fund availability or work with the Administrative Authority and the County Commission if budget adjustment is required.
2. Human Resources will forward the recommendation and the Request to Transfer Above ATS form to the County Commission prior to their consideration for approval at a regularly scheduled Commission meeting.
3. **Documentation:** Upon approval or denial, the Administrative Authority will submit the signed *Request to Transfer Above ATS* form with the Personnel Action Form (PAF) and submit both to the Auditor's Office for processing.

1. Authorized Transfer Salary for Probationary Employees

- A. If the current salary for an employee transferring positions during their initial six-month probationary period exceeds FHR Tier II of the new position, review and approval by the County Commission is needed per Section 2, Part B of this policy.

514 -2025

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October Session of the October Adjourned

Term. 20 25

County of Boone

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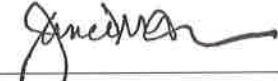
Now on this day, the County Commission of the County of Boone does hereby enter into the record the Proclamation Recognizing October 12-18, 2025, as Case Manager Appreciation Week.

Done this 14th day of October 2025.

ATTEST:



Brianna L. Lennon
Clerk of the County Commission


Kip Kendrick
Presiding Commissioner
Justin Aldred
District I Commissioner
Janet M. Thompson
District II Commissioner