

Churchill County
Agenda Report

Appt. 9:10-B

Date Submitted: August 24, 2007

Agenda Date Requested: September 6, 2007

Time Requested: 5 Minutes (Appointment)

To: Board of Churchill County Commissioners

From: Geof Stark

Subject Title: Consideration and Possible Action Re: Pay Table for Office Intern

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify)

Does this action require a Business Impact Statement? () Yes (X) No

Recommended Board Action: I MOVE TO APPROVE THE PROPOSED PAY RANGE OF 633 FOR OFFICE INTERNS, WITH AN EFFECTIVE DATE OF SEPTEMBER 10, 2007.

Discussion:

For several years the County has employed Office Interns to perform various duties for County offices. These Interns are usually high school and college students. This program has proven to be a positive experience for the Interns and the County. The Interns gain work experience in a local government setting while the duties they perform free up full-time employees to perform other duties. As employment progresses, the Interns often are given more significant tasks to work on, thereby gaining more valuable work experience and providing greater value to the County.

The Interns' rate of pay is fixed. No matter how long an Intern works for the County, he or she is typically still paid at the same rate. Occasionally, longer-term Interns have been given some increases due to their length of employment while others have not received increases. In the spirit of equity, it seems fair that, if Interns work for the County for an extended period of time, they should be eligible to receive a pay increase. Their value to the County increases and, should they work beyond six or twelve months, the County does not need to re-train new interns.

To address the situation, staff developed a four-step pay range. This pay range has the legal minimum wage in Nevada as its bottom step. This legal minimum wage is (and will be) either the upper tier minimum wage in Nevada (currently \$6.33/hour) or the federal minimum wage (currently \$5.85/hour), whichever is higher. The bottom step of the pay range would change each year, based on changes in the Nevada and federal minimum wages.

After six months, the Intern could receive a 25-cent increase, if the Department Head feels it is justified. Another 50 cents per hour could be received after the Intern completes 12 months of service. Should the Intern complete 24 months of service, he or she could receive another 50-cent increase. This would be the last of the increases and there would be no more range along which the Intern could progress.

Effective 9/10/07 Subject to Board Approval

RANGE SCALE	STEPS=	A	B	C	D
633	HOURLY	6.33	6.58	7.08	7.58
					633 Office Intern

Step A for Office Intern is set at the legal minimum wage for Nevada.

Step B is achieved after 6 months, Step C after 12 months, Step D after 24 months.

APPROVED BY: _____

EFFECTIVE 9/10/07