

SECTION 10.4

CLASSIFICATION/COMPENSATORY

A. Policy

It is the policy of Jefferson County to ensure that all employees are paid within the salary range established for his/her position.

B. Purpose

The purpose of this policy is to provide a reasonable and systematic classification/compensation plan through which to pay employees fair wages for work performed satisfactorily.

This classification/compensation policy applies to all regular County employees excluding Elected Officials and their departments, those employees covered under union contracts, grant funded positions, unclassified positions, Assistant District Attorneys, and Investigators.

Elected Officials are encouraged to comply with these guidelines; however their participation is voluntary within the limits of the official budget.

C. Hiring Procedures

1. The minimum rate for each grade is based upon the assumption that an employee meets the minimum qualifications as stated in the job description.
 - a. If the applicant to be hired as a regular full-time employee exceeds the minimum qualifications, their starting salary may, with the approval of the Department Head/Elected Official, exceed the minimum rate of pay depending upon the availability of funds for the budgeted position.
 - b. A Department Head may, after obtaining the approval of Human Resources, fill an open position at up to 100% of the salary range, but not in an amount which would exceed the budgeted amount for the position. It shall be the duty of the Human Resources department, prior to granting such approval, to determine that the experience and qualifications of the applicant warrant filling the position at 100% of the salary range. Any requests to fill a position at more than 100% of the range must be approved by Commissioners' Court.
 - c. Department Heads/Elected Officials should always take into account the total compensation package prospective employees are being offered. This package consists of a competitive salary, excellent benefits, challenging work environment, opportunities to serve the public and the security of a stable organization.
2. Regular part-time applicants should be hired at a salary rate that is at least 75% of a similarly-situation position. Department Heads/Elected Officials may determine if,

and when, a long-term regular part-time employee receives a salary increase dependent on availability of funds for the budgeted position.

D. Promotions

1. A promotion occurs when an employee moves into a position whose class has a salary grade higher than the class of the employee's current position.
 - a. Promotional increases will be determined by the Department Head/Elected Official depending upon the availability of funds for the budgeted position. The increase should, at least, bring the employee to the minimum of the new range.
 - b. Substantial increases above the minimum of the range should be considered for promotions with very significant increases in responsibility, such as non-supervisory to supervisory, or non-technical to technical.
 - c. A Department Head may grant a promotional increase up to 100% of the range; if the recommended increase exceeds this amount it must be approved by Commissioners' Court.
 - d. In no instances should a promoted employee's pay exceed the budgeted amount for the position or the maximum of the range.

2. When a position changes substantially in one or more of the compensable areas (knowledge/skill, responsibility, decision-making etc.), the Department Head or Elected Official may request a new job content evaluation. The request should be forwarded to Commissioners' Court. After reviewing the request, the Court will then forward those requests to the Human Resources Staff for analysis and evaluation. If the job analysis and evaluation so indicate, the job can be recommended for a higher grade and/or classification. This would be deemed a "job growth promotion." The salary and new grade level would be addressed during budget hearings and if approved would become effective with the beginning of the new fiscal year.

E. Transfers

1. A transfer involves the movement of an employee to a position whose salary grade is the same as that of the employee's current position. A transfer may occur within a department or between one department and another.
2. Transfer requests may be made by the employee to the Department Head/Elected Official involved through the job posting process, or a transfer may be made by the Department Heads/Elected Official to meet the administrative or business needs of the County. However, the employee must be qualified to perform the duties of the position to which the transfer is contemplated.
3. In the event of a transfer of an employee, the Department Head/Elected Official shall determine if the employee receives a salary increase depending upon availability of funds for the budgeted position.
4. An employee who desires a transfer or promotion should complete the "Application for Promotion or Transfer" form. This form (available in the Human Resources Department) should be received by 4:30 p.m. in the Human Resources Department on the closing date for that job posting.

5. Under extenuating circumstances, Commissioners' Court or an Elected Official may appoint an employee to a vacant position for the benefit of the County.

F. Preparation, Maintenance, and Appeals to Salary Grade Classification

1. The Human Resources staff is responsible for collecting all necessary information required to prepare and maintain a viable grade/classification plan.
2. Requests for newly created positions and reclassifications by Department Heads/Elected Officials are to be submitted to Commissioners' Court. The Court will then refer those positions to be evaluated to the Human Resources Department. The Human Resources Staff is then responsible for reviewing these positions and recommending any changes in grade or classification, and completing a job analysis each time there is a new position established or there is a major change in duties for an employee. After review, the Human Resources Staff will submit a recommendation to Commissioners' Court for final approval during the budget process.

G. Reclassification of Pay Grade

1. The reclassification of a position to a higher grade shall result in a salary increase to at least the minimum of the new pay grade, or as determined by the Department Head/Elected Official, depending upon the availability of funds for that position.
2. When an employee's position is reclassified to a lower pay grade and the employee's salary is above the maximum set for the lower grade, the employee shall be permitted to continue at his present rate of pay.
3. A reclassified employee whose salary remains above the maximum of the lower grade shall not be entitled to a salary increase until such time that the employee's salary falls below the maximum rate of the grade.
4. Reclassifications/Consolidation of position
 - a. Normally, all requests for reclassifications should be considered during the budget process. In unusual circumstances, request for reclassifications will be considered outside of the budget process as described below:
 - b. In order for a reclassification to be considered, the proposed reclassification or consolidation of positions must result in: 1). An increase in level of responsibility or a increase in the scope of the position; 2). A permanent reduction in headcount and 3). A significant budgetary savings. The savings should be a minimum of at least 75% of the salary and benefits for the position eliminated. In no instance should a reclassified employee's rate of pay exceed the maximum of the newly assigned range.
 - c. Newly created positions should be classified or a market analysis done to determine the appropriate salary range. The final salary assigned to an employee who is reclassified will be determined by the Human Resources Department and subject to the approval of Commissioners' Court.

H. Demotions

1. An employee may be voluntary demoted at his/her request when such action would be to the advantage of the employee and/or the County. Voluntary demotion shall not be considered disciplinary action or disqualify the employee for consideration for later advancement. The new rate of pay after the demotion shall be within the lower pay range.
2. When an employee receives a demotion, the salary may not exceed amount budgeted for the new position in the current fiscal year.

I. Progression Through Salary Range

Progression through the salary ranges shall be determined annually and will be dependent upon the availability of funds. The percentage increase may vary from year to year based on the projected budget for the next fiscal year. Commissioners' Court may grant additional cost of living increases/lump sum awards when warranted and as the budget permits.

1. After reaching 100% of the salary range (Market Rate), the Department Head may award, on an annual basis, up to a 2.5% increase to classified employees provided that budgeted funds are available for the position slot.
2. The Department Head may award additional increases with the approval of their Commissioner's Court liaison, County Auditor, and Human Resources Director, provided budgeted funds are available for the position slot.
3. Employees at or above the maximum of their assigned range are not eligible to receive an increase in base salary until his/her salary rate once again falls within their assigned pay range. Such employees may be eligible for a lump sum award which might be granted on October 1, payable on the first pay period in November, if approved by Commissioner's Court.

Sample Salary Progression Chart

This chart is included as an example of how an employee might progress through the position. Nothing herein mandates or limits such progression other than budgetary constraints and previously discussed policy.

<i>Entry Level Hire- Minimal Experience</i>	<i>80%</i>
<i>Completion of 90-day Orientation</i>	<i>85%</i>
<i>1 Year</i>	<i>90%</i>
<i>18 Months</i>	<i>95%</i>
<i>2 Years</i>	<i>100%</i>