

Webb County Government Classification / Step Increase Policy

The county maintains a classification plan, which assigns each class of positions to pay group based on the principle of equity among positions requiring similar knowledge, skills and abilities and having similar levels of responsibility. Classification of jobs is done for the position and not for the person currently filing or being considered for a job. For purposes of classification/pay administration, the definitions are as follows:

1. A job description is a written description of the duties, responsibilities, reporting relationships, and requirements for a position.
2. A pay plan is a document that assigns dollar values to each job class, groups classes into pay grades, and arrays pay grades on a pay schedule showing salary and wage steps and ranges for each grade.
3. Equity is a "one-time" adjustment given to the employee and was included in the initial implementation of the new pay system.

The compensation plan developed for the county is based on an internal value system reflected in the classification plan and on a salary survey of comparable organizations to help assure an externally equitable and competitive pay system.

The pay plan consists of twenty-eight grades and 34 steps. The range is deliberately broad so that problems associated with employees reaching the top of their pay range will be minimized.

Promotion.

An employee shall be promoted when:

- a. The employee is transferred to a position classified in a higher pay range.
- b. The employee's position is reclassified to a classification having a higher pay range.

Promotions may occur within a department or between departments.

Pay upon promotion.

At the time an employee is promoted to a previously established position in a classification with a higher pay range, a salary increase may be granted:

- a. Up to 5% percent above the employee's current salary; or
- b. Up to the minimum of the new classification, whichever is greater.