

## Webb County Government Classification / Step Increase Policy (as of April 13, 2015)

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.

**\*\*All of the following require Commissioner's Court Approval.\*\***

### **Promotion:**

An employee shall be promoted when:

- ~~(formerly a.)~~ The employee is transferred **moved** 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 (**internal postings**) or between departments (**Webb County ONLY postings**).
- Pay **effective** 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.

### **Demotion:**

A demotion is the movement of an employee from a higher pay grade to a lower pay grade. There are several reasons for demotions:

- a. Position reclassified to a lower pay grade;
- b. Employee request a demotion to a lower pay grade position;
- c. Department Director/Elected Official recommendation

When an employee is demoted to a lower pay grade, the employee's salary will be reduced to a lower pay grade. Any exceptions to these procedures would be recommended by the Department Director in writing to the Executive Administrator for final approval.

### **Transfers:**

**a.** A lateral transfer is an assignment from one position at a **same** grade in a department to another position of similar responsibility and pay in the same or **grade to** another department. An employee who is laterally transferred shall be paid the same salary that the employee **he/she** received prior to the transferring.

**b.** If an employee transfers to another department with a higher grade classification, then the 5% promotion will apply (*reference Promotion Section*).

### **Regarding Step Discretion:**

**On July 28, 2014 the Commissioners Court approved a Step Discretion as follows:**

- Department Heads and Elected Officials have the discretion to hire above the minimum entry rate as follows:
  - Grades 5-20 = discretion to hire 5 steps into the grade
  - Grades 21-28 = discretion to hire 10 steps into the grade
- Attorneys (Public Defender, County Attorney, and District Attorney) ONLY, that will allow the Department Head and Elected Official to hire above the minimum entry rate as follows:
  - Grade 22 =

0-2 years experience =	Steps K-M
3-4 Years experience =	Steps N-P
5-6 Years experience =	Steps Q-S
  - Grade 23 =

0-2 years experience =	Steps N-P
3-4 years experience =	Steps Q-S
5-6 years experience =	Steps T-V
  - Grade 24 = Steps N+
  - Grade 25 = Steps N+
  - Grade 26 = Steps N+