

DRAFT

Webb County Government Classification / Step Increase Policy

Approved April 27, 2015 with Modifications June 4, 2015

With Revisions through November 3, 2015

The county maintains a classification plan for non-grant employees, whose implementation applies to Elected Officials and Department Heads (unless stipulated by statute), and assigns each class of positions to a pay grade 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 filling 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, requirements and qualifications 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.

Any salary adjustments regarding discretionary steps must first be submitted to Human Resources for review and evaluation prior to Commissioner’s Court consideration for approval. The deadline for submission for salary changes are:

- February 1st for April consideration and/or approval
- or
- July 1st for Budget consideration and/or approval

Effective Pay StartDate:

All new hires, (full time and part-time), promotions, demotions and transfers, pay start dates are effective at

the beginning of the next pay period following HR approval process and notification.

Note: Failure to adhere to this policy regarding effective start date will delay the employee's Health Benefit coverage for an additional 30 days.

At Hire - Discretionary Steps:

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		STEPS
5 -20	Discretion to Hire 5Steps into the Grade	A -E
21 -28	Discretion to Hire 10Steps into the Grade	A -J

- ❖ For Attorneys Only (Public Defender, County Attorney, and District Attorney), the Department Head and Elected Official have the discretion to hire or promote above the minimum entry rate as follows:

GRADE	EXPERIENCE	STEPS
22	0 – 2Years	K -M
	3 – 4Years	N –P
	5 Years or more	Q – S
23	0 – 2Years	N –P
	3 – 4Years	Q – S
	5 Years or more	T –V
24 –26	-	N –W
27-28		K-M

New Full-Time Employees in Civil Service Positions:

Department Heads and Elected Officials, after determining the pay step within their discretion as above, shall pay a probationary rate at Step A for the grade for which the employee was hired for a period not to exceed the first one hundred and eighty (180) days or six months of employment. This is deemed to be the probationary period. Human Resources will notify departments when probationary period is about to end. At that time, the Elected Officials or Department Heads will have the option to place the employee at a discretionary step.

Promotions:

An employee, excluding Attorneys, shall be promoted when:

- ❖ The employee moves to a position classified in a higher pay grade **and meets the minimum requirements of that position.**
- ❖ Promotions may occur intra/interdepartmental (within and between departments).

At the time an employee is promoted to a previously established position in a classification with a higher pay grade, the step within the pay grade will be based on the higher of:

- A. 5% percent above the employee's current grade and step (pre-promotion); *please note that when calculating the amount of the 5% percent pay, IF the proposed salary amount falls between steps on the scale, then the amount of pay will be rounded up to the next higher step on the scale.*

or

- B. The entry rate **discretionary steps** of the new paygrade.

EXAMPLE OF A PROMOTION	
Employee's Current Grade/ Step: 12 / U	Salary: \$ 40, 408.21
Promotion 5% of current salary	<u>\$ 2,020.41</u>
Salary with 5%	\$ 42,428.62
Grade of New Position: 16 (Discretionary Steps A –E)	Salary: \$40,358.97 (E)
5% being higher, salary falls between these steps:	
Step I: is \$ 42, 415.07	Step J: \$42,945.26
Therefore, 5% promotion (with round up, per policy) New Salary ⇨	\$42,945.26

Demotions:

A demotion is the movement of an employee from a higher pay grade to a lower pay grade. This occurs when an employee **is transferred or** accepts a vacant position that is at a lower pay grade from his/her current position. **In the case of a vacant position not being available, the Elected Officials or Department Heads may revert to discretionary entry rates (A-E or A-J) of the current grade.**

Transfers:

Transfers can only occur within the same pay grade. A lateral transfer occurs when a full-time employee moves to another position within the same pay grade (whether in the same department or another). An employee who laterally transfers shall be paid the same step he/she received prior to transferring.