

## Notes

This is a situation in which an individual under a Collective Bargaining agreement transferred from the Sheriff's office to a Constable position under the Webb County Wage and Pay Scale Plan. The Constable Department position was advertised at the \$18.46 (16A). The Constable Department filled out on the Personnel worksheet, at his previous rate of \$24.23 as his transfer rate which was the Sheriff's CBA rate. He was placed at a rate of \$19.40 (16E) on February 14, 2018 in accordance with our policy.

- ❖ *Department Heads and Elected Officials have the discretion to hire above the minimum entry rate as follows, subject to any probationary periods:*

**Figure 1**

<b>Grade</b>	<b>Discretion to Hire up to 5 Steps into the Grade</b>	<b>Steps</b>
5-20		A,B,C,D,E

*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 Official or Department Head may revert the employees' slot/pay to discretionary entry rates (A-E or A-J).*

Individuals from the Constable's office stated on February 13, that he should be given the same rate of \$24.23 in the County wage plan. One of my staff responded that that rate was not on the wage plan and that the nearest rate was 16W with a rate of \$24.27. At no time did anyone give anybody expectations of this rate. The Personnel Worksheet was set at the \$19.40 rate. Said worksheet was approved by HR and sent for further approvals on February 14. The individual had a projected starting day of February 16, although he started his new position on February 12.

*Any and all new hires, promotions, demotions and transfers, shall not be eligible to start at the new position until all requisite pre-employment screening and / or paperwork is completed by Human Resources (HR) and approved by the Budget Officers (BO).*

*This applies to any and all employees whether employed by an elected official or department head, whether subject to the Wage Plan or exempted therefrom.*

As a matter of record the *Webb County Personnel Policies* does not address transfers between a Collective Bargaining agreement to a wage plan or vice versa among other issues. We are presently working in revising almost all of the Personnel Policies. We are ready to meet with the policy committee or the Commissioners Court for guidance, suggestions and approval of the Policies manual. In the Personnel Worksheets which were revised on February 23, the hourly rate is to be produced by HR and approved by the Budget Office.

HR recommends that we have a workshop to revise the policies in the very near future and in as far as the requested rate, it should be set at \$19.40 as was approved.

## ***Recommended Regulation***

### ***1.08 -WAGE PLAN TO WAGE PLAN***

An employee who transfers from a non-wage plan to the wage plan shall be placed on a discretionary entry rate of (A-E) or (A-J) depending on their Grade as per Policy and subject to Policy mandates of any probationary period.