

## **7.00 EMPLOYEE COMPENSATION AND ADVANCEMENT**

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. The Mandatory Probationary Period for Civil Service and Non-Civil Service Employees is six months from the effective start date.

No transfer shall be effective until both departments have agreed upon the transfer of annual leave, sick leave, compensatory time and personal holidays, and all other requisites have been completed and approved by HR and BO.

Each Department Head, Elected or appointed, under the Wage and Classification Plan, seeking to change titles and significant job duties for positions approved and budgeted by Commissioners Court, requires Commissioners Court approval prior to item being presented to Civil Service Commission.

### **7.01 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 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 that has been approved by Commissioners Court and Civil Service Commission.
2. A pay plan is a document that assigns dollar values to each job class, group 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 “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 eternally 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.

#### **I. 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, subject to any probationary periods:

**Figure 1**

Grade		Steps
5-20	Discretion to Hire up to 5 Steps into the Grade	A,B,C,D,E
21-28	Discretion to Hire up to 10 Steps into the Grade	A,B,C,D,E,F,G,H,I,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:

**Figure 2**

Grade	Experience	Steps
22	0-2 years	K-M
	3-4 years	N-P
	5 years or more	Q-S
23	0-2 years	N-P
	3-4 years	Q-S
	5 years or more	T-V
24-26		N-W
27-28		K-M

## II. Effective Pay Start Date:

All new hires, promotions, demotions and transfer pay start dates are effective 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 above the plan waiting period.**

## III. New Full Time Employees in Civil Service Positions

Elected Officials and Department Heads shall pay at *Step A* mandatory probationary period as stated in the Civil Service Rules & Regulations for the grade which the employee was hired.

Human Resources will notify departments when the probationary period is about to end. At the time, the Elected Official or Department Head will have the option to consider a salary adjustment to place the

employee at a higher step within the Elected Official’s or Department Head’s discretion for that slot as shown in *Figure 1*.

Note: This is NOT subject to the “Salary Review Dates” in section VI.

**IV. 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.
- ❖ Effective Pay Start Date section.
- ❖ 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

*Figure 3*

<b>Examples of</b>	
Employee’s Current Grade/ Step: <b>12/U</b>	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 → <b>\$42,945.26</b>

**V. 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.