

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.

Guidelines for Hiring above Entry Rate

- Department Director/Elected Official to present the justification, in writing, to the Administrative Services Director, with a recommendation for final approval by the Executive Administrator or his/her designee on a case-by-case basis
- Overview of the applicant's related experience
- Overview of the applicant's related training
- Overview of the applicant's education and certifications
- Explanation of the current labor market and availability of qualified applicants
- Length of time the position has remained vacant
- Review of the internal equity of current employees in same or similar positions
- ✘ A salary offer of ^{5%}10% above the minimum entry rate would need approval from the Executive Administrator or his/her designee. To be highly qualified, the candidate is considered by the Administrative Services Director and the subject matter expert (selecting official) as being highly proficient in all the requirements of the job and can perform effectively in the position almost immediately or with a minimum amount of training and/or orientation.

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

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+