

## Change to Personnel Rule 3. Compensation

### Summary

- Add text to Rule 3 to allow career and financial advancement for employees.
- Approved by the Unified Personnel Board on December 7, 2023, to be effective immediately.

### Background

The County needs creative ways to award employees with salary adjustments when they have gained additional skills and certifications that are advantageous to their department. Recruiting and maintaining appropriate staffing levels continues to be a challenge for most employers. The updates to Rule 3 provide the Appointing Authorities with guidance and flexibility to provide career and financial advancement for employees.

The Appointing Authorities and the Employees' Advisory Council (EAC) reviewed and concurred with the changes.

### Updates

Section C. Base Pay Adjustments, 1. Base Pay Increases (add the following red text):

#### **d. Reclassification or Reallocation Increase**

- At the discretion of the Appointing Authority, in consultation with the HR Director, employees moved up multiple pay grades may receive an additional 4% of the midpoint for each grade, not to exceed an overall increase greater than 10%.

#### **e. In-Grade Adjustment**

When a position review is conducted by Human Resources, and it is found that the employee's duties have evolved resulting in a higher level of responsibilities that remain within the scope of the current classification and grade allocation, the Appointing Authority, in consultation with the HR Director, may grant the employee a pay adjustment in accordance with the following:

- Base pay increase of 4% to 10%

#### **f. Career Path Increase**

Career path increases are base pay adjustments due to professional development and career progression. Employees who apply new knowledge and skills that benefit the County and have been acquired through a defined job-related training, education, certification, and/or licensure path are eligible for a career path increase. A career path shall be established in advance to define the criteria for incremental increases.

- Base pay increase of 2% of the employee's current salary

**g. Market Adjustment**

When employee salaries in a specific classification are identified by Human Resources as significantly behind the labor market based on qualification and experience, the Appointing Authority may grant the employee a pay adjustment in accordance with the following:

- Base pay increase of 4% to 10%