

Change to Personnel Rule 3. Compensation

Summary

- Add and delete text to Rule 3 to clarify the intent and the practice in the rule.
- Approved by the Unified Personnel Board on January 10, 2024, to be effective immediately.

Background

There was verbiage in the rule that referenced the Evergreen compensation study that should not be included. Additionally, we added verbiage to clarify some content in the rule. When a base salary adjustment is granted to an employee, the adjustment should not exceed the maximum of the current pay range. We have that verbiage in some areas but not in all. The language has been added in parts of the rule where it had not been included.

Updates

Revised Section C. Base Pay Adjustments, to delete the text shown in yellow strikethrough and add the text shown in red underline below:

C. Base Pay Adjustments

~~Base pay adjustments solely associated with the implementation of the Evergreen Classification and Compensation Study completed in 2018 shall be as adopted. In the event of a conflict between implementation of that study and this Rule, the approved implementation of the study shall govern. In all other cases, the following will continue to apply.~~

1. Base Pay Increases

d. ~~Reclassification~~ or Reallocation increase

When a position is reclassified ~~or reallocated~~ to a pay grade for which the maximum of the pay rate is higher than that of the incumbent's current job classification, the Appointing Authority may grant the employee a pay adjustment in accordance with the following:

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%, not to exceed the maximum pay rate of the employee's job classification.

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. The Appointing Authority may grant the employee a pay adjustment in accordance with the following:

- Base pay increase up to 2%, of the employee's current salary not to exceed the maximum pay rate of the employee's job classification.

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%, not to exceed the maximum pay rate of the employee's job classification.

j. Pay Grade Change – Reallocation

2. Base Pay Decreases

d. Reclassification ~~or Reallocation Decrease~~

When a position is reclassified to a job classification for which the maximum pay rate of the pay grade of the new job classification is lower than the maximum pay rate of the position's current pay grade or the job classification for the position ~~is reallocated~~ moved to a pay grade for which the maximum pay rate is lower than the maximum of the position's current pay grade, an incumbent shall continue to receive their current rate of pay unless that rate is more than 10% above the maximum of the new pay grade, in which case their pay rate shall be decreased to 10% above the maximum pay rate of the new pay grade.