



Unified Government Human Resources Guide

Effective 07-14-05

CLASSIFICATION AND COMPENSATION

- I. General: The Board of Commissioners has adopted a classification/compensation plan. Under the plan, each job class is assigned to a salary range based on relative responsibilities of work, comparability to prevailing rates and other pertinent salary and economic data.
- II. Policy
 - A. This classification/compensation plan does not apply to Fire and Police Command Staff or to employees subject to a memorandum of understanding or other contractual agreement between the Unified Government and a represented group of employees.
 - B. All classified employees shall be paid in accordance with the provisions of the classification/compensation plan.
 - C. Adjustments to the Plan
 1. The Human Resources Department shall maintain a compensation plan based on compensation analysis performed every two years.
 2. This policy is intended to reflect how the independent classification/compensation plan is administered as of the date of the adoption of this policy. The Board of Commissioners retains the authority to adjust, amend or suspend any or all of the provisions of the classification/compensation plan for budgetary or other reasons without the necessity of formally amending this policy.
 - D. Compensation rate assignments
 1. New hires—New employees and recalled employees shall be compensated at step one of the assigned pay range.
 - a. Based on the candidate's qualifications the hiring manager may compensate a new or recalled employee at a higher step.
 - b. No step assignments greater than the midpoint shall be offered to the candidate without prior written justification and written approval by the County Administrator.
 2. Promotions—When an employee transfers to a higher classification, the employee shall be placed at the first step in the range that will give him/her a pay increase.
 - a. Based on the candidate's qualifications the hiring manager may compensate the employee at a higher step.
 - b. No step assignments greater than the midpoint shall be offered to the candidate without prior written justification and written approval by the County Administrator.
 3. Transfers to a lateral position—When an employee transfers to a classification at the same pay grade, his/her range, step, and salary shall not change.



Unified Government Human Resources Guide

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4. Transfers to a lower classification—When an employee transfers to a classification at a lower pay range, the employee will be compensated at a rate of pay comparable to what the employee received in the former classification, but not higher than the midpoint of the range of the new position without prior written justification by the department head and written approval by the County Administrator. In no event will the transferring employee be paid more than the employee earned in the former position, except as necessary to ensure that the employee receives a comparable rate of pay.

E. Reclassification Process

1. This process shall be used to determine if changes in the level of responsibility in a given position (as a result of changing needs and demands of the department) warrant placing the position in a new classification.
2. The department submits to Human Resources a Desk Audit Request form which has been completed by the employee and approved by the supervisor, division head and department head.
3. Upon receipt of the approved Desk Audit Request form, Human Resources conducts a desk audit and submits recommendations to the County Administrator for approval.
4. Salary adjustments as a result of reclassification will be as follows:
 - a. If the reclassified employee's current salary is below the minimum of the new salary range, the reclassified employee shall be compensated at step one of the new range.
 - b. If the reclassified employee's current salary falls within the new salary range, the reclassified employee's salary shall be assigned to the step within the new range that is closest to his/her current salary, yet grants an increase.
 - c. If the current salary is above the maximum of the new salary range, the employee's salary shall not be adjusted.
 - d. The effective date for a grade adjustment shall be the first working day of the pay period following approval by the County Administrator.

F. Out-of-class pay.

1. Upon completion of 30 consecutive calendar days, employees routinely performing the majority of the duties and responsibilities of a higher paid job classification shall be compensated beginning the 31st day as follows:
 - a. at step one of the higher classification; or
 - b. at a step within the higher classification range that is closest to his/her current salary, yet grants an increase.



Unified Government Human Resources Guide

Effective 07-14-05

2. If the employee's current salary is above the maximum of the range of the out-of-class position, there shall be no change in pay.
3. An employee receiving out-of-class pay during the performance appraisal and merit increase process, shall receive a performance evaluation and any corresponding merit increase.
 - a. The merit increase will be based on the employee's original classification pay and the out-of-class pay will be adjusted accordingly.
 - b. When the employee returns to his/her original duties, his/her pay will revert to the original range and step and will include the merit increase.
4. An employee who is separated while receiving out-of-class pay shall receive lump sum payments for vacation, comp. time and sick leave at the rate of his/her regular classification, not at the out-of-class rate.

RELATED POLICIES 2.6 Selection/Transfer of Employees

RELATED FORM(S): Desk Audit Request Form
Personnel Action Notice