

**RULE 2**  
**POSITION CLASSIFICATION AND COMPENSATION**

**2.01 Scope:**

This rule applies to all County employees under the jurisdiction of the President.

**2.02 Classifications**

- (a) Positions shall be classified in appropriate titles for purposes of administration. The Bureau of Human Resources (BHR) shall consider the resolutions of the Board of Commissioners, the provisions of law and all official acts for the duration of the classification.
- (b) The BHR shall maintain standards of duties and requirements of all career service positions in a formal job description. The standards established by these rules shall be changed only by authority of the Chief of Human Resources or his/her designee. In the event that Federal or State funds are made available to any County Bureau or Department and as a prerequisite to receiving such funds, certain standards are required or prescribed by any Federal or State agency, such standards shall govern, unless in the opinion of the Chief of Human Resources, such standards shall not be in the best interests of the County, the career service, or the Bureau or Department involved.
- (c) The classification plan may be amended in writing by the Chief of Human Resources. In determining the classification to which any position should be allocated, the requirements of each classification shall be considered in their entirety. Consideration shall be given to the general duties, specific tasks, responsibilities, qualifications desired and relation to other classifications.
- (d) Requirements of classifications shall not be construed as limiting or modifying the power of any executive department head/designee to assign duties and to direct and control the work of employees under his/her supervision.
- (e) Whenever the title used to designate any classification in the career service is to be changed, such proposed title change shall be submitted to the Chief of Human Resources. There shall be no title change without the prior written approval of the Chief of Human Resources.
- (f) The BHR – Classification and Compensation division shall maintain a functional job description in writing of the duties and requisite qualifications for each position of employment in all departments and make each description available to the executive department heads.

- (g) Upon the reclassification of a position from one classification to another classification, the method of determining the career service status of the incumbent or a candidate for the position shall be made in accordance with the provisions set forth herein. However, in the event of a reclassification of a position to a classification of a higher level, the Chief of Human Resources may grant the employee the same career service status in the new classification as the employee had in the former classification provided that the skills, responsibilities and qualifications of the new classification do not significantly differ or significantly exceed those required for the career service status (see definition in section 1.05) in the previous title. The BHR may, before recognizing status in the higher level, require such evidence of the qualifications and fitness of the employee and may conduct any hearing or investigation as it deems warranted.

### **2.03 Entry Rate**

A new employee entering the County service shall be paid the minimum salary provided in the salary grade in which the job has been placed. Advanced step hiring shall only be done with the approval of the Chief of Human Resources only at the request of the applicable department head.

### **2.04 Applicability of Step Progression and Step Placement**

- (a) Employees compensated by the salary schedules shall be required to work a minimum of one year at each step, except where elsewhere provided for in the respective Salary Schedule.
- (b) Anniversary step advancement will be effective the first day of the full pay period following the employee's anniversary date.
- (c) Eligibility for longevity step advancement and longevity step placement must be in conformance with the regulations as established in the respective salary schedules.

### **2.05 Existing Rates**

- (a) An employee whose compensation is above the maximum salary of the salary grade in which the job classification has been placed shall not have the salary reduced during the incumbency in the job classification.
- (b) No salary shall be raised as long as it exceeds the maximum salary of the salary grade in which the job has been placed.
- (c) An employee whose salary is within the limits of the salary grade in which the position is placed, but does not correspond to one of the established steps of the salary grade, shall be eligible for an increase to the first established step above the present salary at the time of the employee's next anniversary.

## **2.06 Transfers or Changes of Positions**

An employee transferring from one department to another in the same job classification and/or grade shall be eligible to receive the salary he or she has been receiving at the time of transfer, provided the budget of the department to which he or she has been transferred can accommodate the salary and, if not, the employee shall be eligible to have the salary received prior to the transfer restored at the earliest possible date. Such movements shall not set a new anniversary date.

## **2.07 Promotions – Union Pay Plans**

An employee who is promoted to a job in a higher salary grade shall be entitled to placement in the step of the new salary grade which will provide a salary increase at least two steps above the salary received prior to the time the promotion is made, provided that:

- (a) The new salary does not exceed the maximum established for the grade to which the employee is promoted.
- (b) The new salary is not below the first step established for the grade to which the employee is promoted.
- (c) Years of service requirements are fulfilled concerning longevity step placement. If years of service requirements are met, the employee would be placed at the appropriate step that provides a salary increase that complies with longevity requirements.
- (d) A previous promotion has not been given within the same fiscal year.\* (see note below)
- (e) The budget of the department to which the employee is assigned can accommodate the salary.
- (f) In all cases, an employee must spend at least 6 months in the job classification from which he or she is being promoted within the same agency or in Offices Under the President.

\* If an employee has been given a previous promotion within the same fiscal year, the employee shall be entitled to placement in the step of the new salary grade which will provide a salary increase at least one step above the salary received prior to the time the promotion is made. However, in all cases such salary will be in conformity with the provisions of (a), (b), (c), (e) and (f) above.

In all cases of promotion, the effective date will set a new anniversary date.

## **Promotions - Non-Union Pay Plans**

An employee who is promoted to a job in a higher salary grade shall be entitled to placement in the step of the new salary grade which will provide a salary increase not to exceed five percent above the salary received prior to the time the promotion is made, provided that:

- (a) The new salary does not exceed the maximum established for the grade to which the employee is promoted.
- (b) The new salary is not below the first step established for the grade to which the employee is promoted.
- (c) Years of service requirements are fulfilled concerning longevity step placement. If years of service requirements are met, the employee would be placed at the appropriate step that provides a salary increase that complies with longevity requirements.
- (d) A previous promotion has not been given within the same fiscal year.\* (see note below)
- (e) The budget of the department to which the employee is assigned can accommodate the salary.
- (f) In all cases, an employee must spend at least 6 months in the job classification from which he or she is being promoted within the same agency or in Offices Under the President.

\* If an employee has been given a previous promotion within the same fiscal year or has less than 6 months in the job classification from which he or she is being promoted, a written letter of justification is required for final approval by the Chief of Human Resources.

In all cases of promotion, the effective date will set a new anniversary date and a new probationary period.

## **2.08 Demotions - Union Pay Plans**

The following shall apply to demotions from one grade to a lower grade:

- (a) An employee performing the duties of a job continuously and demoted to a job in a lower salary grade shall have the salary adjusted in the new job to the same step of the new salary grade as was received in the salary grade of the job from which demoted. The employee's anniversary date does not change.
- (b) An employee promoted to a job in a higher salary grade and subsequently demoted to a job in a lower salary grade shall have the salary adjusted to the step of the salary grade to which the employee would be entitled had the employee remained in the salary grade from which he or she was promoted and had never received the promotion. In such cases, the anniversary date of the employee does not change.

### **Demotions – Non-Union Pay Plans**

The following shall apply to demotions from one grade to a lower grade:

- (a) An employee performing the duties of a job continuously and demoted to a job in a lower salary grade shall have the salary adjusted in the new position to the rate that is equal to 10 steps lower than the current step but not lower than the lowest rate of the grade for the new position. The employee's anniversary date does not change.
- (b) An employee promoted to a job in a higher salary grade and subsequently demoted to a job in a lower salary grade shall have the salary adjusted to the step of the salary grade to which the employee would be entitled had the employee remained in the salary grade from which he or she was promoted and had never received the promotion. In such cases, the anniversary date of the employee does not change.

## **2.09 Reclassification of Positions – Union Pay Plans**

- (a) An employee whose job is reclassified to a lower classification shall continue to receive compensation at the same rate received immediately prior to reclassification. Such action shall not change the employee's anniversary date. If the salary rate received immediately prior to reclassification is less than the last step rate of the lower classification, the employee shall be entitled to further step advancement.

An employee's salary may not align to a salary rate on the new lower grade. In such cases, the employee will receive the rate of pay received immediately prior to the reclassification and will advance to the next step of the new grade that provides a salary increase upon the employee's anniversary date.

An employee whose position is reclassified to a lower grade and whose salary exceeds the maximum of the lower grade shall remain at the same salary received prior to the reclassification and be frozen at such rate until the applicable salary range of the new grade is adjusted over time and the employee is placed onto to a step which exceeds the frozen salary on the employee's anniversary rate.

- (b) An employee whose job is reclassified to a higher classification shall be placed in the first step of the higher grade which provides a salary at least one step above the salary received at the time of the reclassification. Such action will change the employee's anniversary date. In all cases of reclassification, the employee shall receive at least the first step of the grade to which the position is reclassified. In no cases, shall an employee be paid below the minimum salary rate of the higher graded position.
- (c) An employee whose job is reclassified to a classification in the same grade shall be placed in the same step the employee was assigned to prior to such reclassification and shall retain the same salary received in the prior classification.

#### **Reclassification of Positions – Non-Union Pay Plans**

- (a) An employee whose job is reclassified to a lower classification shall continue to receive compensation at the same rate received immediately prior to reclassification. Such action shall not change the employee's anniversary date. If the salary rate received immediately prior to reclassification is less than the last step rate of the lower classification, the employee shall be entitled to further step advancement.

An employee's salary may not align to a salary rate on the new lower grade. In such cases, the employee will receive the rate of pay received immediately prior to the reclassification and will advance to the next step of the new grade that provides a salary increase upon the employee's anniversary date.

An employee whose position is reclassified to a lower grade and whose salary exceed the maximum of the lower grade shall remain at the same salary received prior to the reclassification and be frozen at such rate until the applicable salary range of the new grade is adjusted over time and the employee is placed onto to a step which exceeds the frozen salary on the employee's anniversary rate.

- (b) An employee whose job is reclassified to a higher classification shall be placed in the first step of the higher grade which provides a salary increase not to exceed five percent above the salary received at the time of the reclassification. Such action will change the employee's anniversary date. In all cases of reclassification, the employee shall receive at least the first step of the grade to which the position is reclassified. In no cases, shall an employee be paid below the minimum salary rate of the higher graded position.

- (c) An employee whose job is reclassified to a classification in the same grade shall be placed in the same step the employee was assigned to prior to such reclassification and shall retain the same salary received in the prior classification.

## **2.10 Upgrading of Positions**

Employees whose classifications are upgraded shall be placed in the first step of the new grade which is at least the same as the salary the employee was receiving prior to the classification being upgraded. In all cases of upgrading, the employee shall receive at least the first step of the new grade, and shall retain the anniversary date held prior to the upgrading. In no cases, shall an employee be paid below the minimum salary rate of the higher graded position.

## **2.11 Downgrading of Positions**

Employees whose classifications are downgraded shall be placed in the first step of the new grade which is at least the same as the salary the employee was receiving prior to the classification being downgraded. In no cases, shall an employee be paid below the minimum salary rate of the lower graded position.

## **2.12 Salary Rates Based Upon Full-Time Employment**

The salary rates prescribed in Salary Schedule I are fixed on the basis of full-time service for normal work weeks of 40 hours. The salary rates of Salary Schedules other than Schedule I are likewise fixed on the basis of full-time service, with designations as to the constitution of a normal work week left to the Chiefs of departments involved. For positions which are classified as Exempt under the Fair Labor Standards Act (FLSA), the normal work week of 40 hours generally applies, but the compensation is intended to be appropriate for the class regardless of variations in the time that may be required to satisfactorily fulfill the responsibilities of the positions.

## **2.13 Prevailing Rate Positions**

A prevailing rate position is hereby defined as one for which the rate is established under the acceptable evidence of the wage prevailing in industry. Such positions are usually craft, labor or trade positions. All such positions are assigned to Grade X in the Classification and Compensation Plan Schedules.

## **2.14 Salaries and Wages of Extra Employees**

Titles and grades of employees on the extra (Account 130) and grant accounts shall be the same as positions on the 110 Account unless authorized in advance by the BHR. All such positions shall conform to the provisions of these rules.

## **2.15 General Provisions**

- (a) All changes in pay shall be implemented the first full pay period following the effective date.
- (b) Any change in the job classification title terminology not involving a change in the major duties of the job will not affect the career service status of the employee, including eligibility for increases within a specific salary grade.

