

# Pay Adjustment Policy

## For the purposes of this policy the following definitions are applicable:

- Promotion/Upgrade- Advancement of an employee to a higher paying job classification\_(higher pay grade/salary range). Includes temporary promotions.
- Demotion/Downgrade- Permanent movement of an employee to a lower paying job\_classification (pay grade/salary range).
- Transfer- Permanent movement of an employee to a job classification with the same\_pay grade/salary range.
- Reclassification- Permanent movement of an employee to a different job classification\_following a Human Resources audit of the position. Can result in upgrade, downgrade, or transfer.
- Red-Circled Salary- An individual pay rate that is above the range maximum for the pay\_grade as approved by the Board of Supervisors. The employee is typically ineligible for pay increases until the range maximum surpasses the actual pay rate.
- Hire/rehire – An employee that is being newly hired to the County or is being rehired to the county after a break in service.

## Pay Upon Promotion, Demotion, and Reclassification:

### 1. Pay Upon Promotion/Upgrade:

Upon receiving a promotion, the Employee shall receive a 5% increase, or the pay rate commensurate with the Minimum level in the higher job classification, whichever is greater. In no case shall the employee be assigned below the minimum or above the maximum of the assigned salary range. The promotion shall be effective at the beginning of the payroll period following Board approval of the action.

### 2. Pay Upon Demotion/Downgrade:

Upon receiving a demotion or downgrade, the rate of pay shall be established by the Director of Human Resources but in no case shall the employee be assigned below the minimum or above the maximum of the assigned salary range unless the Board approves red-circling of the employee's salary. The demotion/downgrade shall be effective at the beginning of the payroll period following Board approval of the action.

### 3. Pay Upon Transfer:

No pay adjustments are made following transfers.

### 4. Pay Upon Reclassification:

Movement to a higher paying job classification will be treated the same as pay upon promotion/upgrade. Movement to a lower paying job classification shall be at the employees current pay rate except in no case shall the employee be assigned below the minimum or above the maximum of the assigned salary range, unless the Board approves red-circling of the employee's salary. The reclassification shall be effective at the beginning of the payroll period following Board approval of the action.

## Progression Following Promotion, Demotions, and Transfers:

Promotions/upgrades, demotions/downgrades, and transfers do not change the anniversary date for within pay grade increases except for Teamsters (the anniversary date for Teamsters promoted to sworn positions changes to the Civil Service Date).

## Pay Upon Hire/Rehire:

All regular full-time Employees, with the exception of management employees, shall be hired at the Minimum of their respective pay grade, unless otherwise agreed to in a collective bargaining agreement. The Director of Human Resources may authorize an advance appointment rate not to exceed 10% above the minimum of the pay range for excluded, management/supervisory, and/or director employees, with the approval of the Board

of Supervisors. If the appointment is above the Minimum of the pay grade, the employee shall not advance at the end of their probationary period but would advance annually upon their applicable anniversary date. Procedures for pay upon hire/rehire shall not apply to any other section of this policy.

Appointment above the Minimum rate involving bargaining unit employees requires the signed agreement of the applicable bargaining unit representative in addition to Board approval, unless specifically addressed in the Collective Bargaining Agreement.

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