

# LAMPASAS COUNTY PERSONNEL POLICIES

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## SECTION 4.3 NEW AND CHANGED POSITIONS

THE CREATION OR CHANGE OF POSITIONS MAY OCCUR DEPENDING ON THE CIRCUMSTANCES IN THE DEPARTMENT/ OFFICE WHEN A VERIFIABLE NEED IS DEMONSTRATED, BUDGET APPROVAL IS PROVIDED AND THE POSITION IS APPROVED BY COMMISSIONERS COURT. DEPARTMENT HEADS / ELECTED OFFICIALS MAY REQUEST POSITIONS THROUGH THE ANNUAL BUDGET PLANNING OR MID-YEAR MAY REQUEST TO ESTABLISH POSITIONS UNDER SPECIFIC CIRCUMSTANCES IDENTIFIED BELOW:

1. **NEW POSITION.** THIS TYPICALLY OCCURS DURING THE ANNUAL BUDGET PROCESS BUT MAY OCCUR MID-YEAR. THE DEPARTMENT HEAD/OFFICIAL IS RESPONSIBLE TO PROVIDE DOCUMENTATION OUTLINING THE PURPOSE, ESSENTIAL DUTIES, SKILL, EFFORT, RESPONSIBILITY AND WORKING CONDITIONS OF THE POSITION IN ADDITION TO PAY LEVEL AND BUDGET CONSIDERATIONS. A NEW DESCRIPTION OUTLINING THE PURPOSE, ESSENTIAL DUTIES/ RESPONSIBILITIES, EDUCATION/ EXPERIENCE REQUIRED, PHYSICAL EFFORT AND WORKING CONDITIONS WILL BE COMPLETED TO DOCUMENT THE CHANGE.

2. **CHANGED POSITION.** IF RESPONSIBILITIES OF A POSITION HAVE SIGNIFICANTLY CHANGED OVER TIME OR A DEPARTMENT/ OFFICE REORGANIZES, SUBSTANTIAL CHANGES IN ASSIGNMENT OF DUTIES AND RESPONSIBILITIES MAY RESULT.

AN OFFICE/ DEPARTMENT TYPICALLY CHANGES POSITION RESPONSIBILITIES WITH ADVANCE PLANNING DURING THE ANNUAL BUDGET PROCESS. HOWEVER, DUTIES OF A POSITION OCCASIONALLY CHANGE DURING A FISCAL YEAR. ANY CHANGED POSITION WILL HAVE COMMISSIONERS COURT APPROVAL PRIOR TO IMPLEMENTATION. A NEW DESCRIPTION OUTLINING THE PURPOSE, ESSENTIAL DUTIES/ RESPONSIBILITIES, EDUCATION/ EXPERIENCE REQUIRED, PHYSICAL EFFORT AND WORKING CONDITIONS WILL BE COMPLETED TO DOCUMENT THE CHANGE.

THE DEPARTMENT/OFFICE BUDGET MAY BE REVISED IN TWO WAYS:

- **MID-FISCAL YEAR.** IF AN OFFICIAL/ DEPARTMENT HEAD HAS POSITION RESPONSIBILITY CHANGE FOR A MID-YEAR CHANGE, APPROVAL THROUGH COMMISSIONERS COURT WILL BE OBTAINED PRIOR TO IMPLEMENTATION. ANY MID-YEAR CHANGE MUST BE SUPPORTED BY THE CURRENT BUDGET UNLESS OTHERWISE APPROVED THROUGH COMMISSIONERS COURT.

- **NEW FISCAL YEAR.** IF THE CURRENT BUDGET DOES NOT SUPPORT THE CHANGE, THE DEPARTMENT HEAD/ OFFICIAL MAY SUBMIT A REQUEST DURING THE NEXT BUDGET YEAR'S CONSIDERATIONS.

3. **JOB GROWTH CHANGE.** THE COUNTY RECOGNIZES THE ONGOING CONTRIBUTIONS OF EMPLOYEES GAINED THROUGH ON-THE-JOB EXPERTISE, EDUCATION AND ON THE JOB EXPERIENCE WITH THE COUNTY AND PROVIDES AN AVENUE TO RECOGNIZE THIS CONTRIBUTION AND ACCOMPLISHMENT.

AN EMPLOYEE IS ELIGIBLE FOR A JOB GROWTH ADJUSTMENT WHEN THEIR PAY IS AT THE TOP RANGE OF THE PAY LEVEL. EMPLOYEE CHANGES DUE TO JOB GROWTH ARE PLANNED IN ADVANCE DURING THE BUDGET CYCLE FOR THE UPCOMING YEAR.

AN EMPLOYEE'S PAY WILL NORMALLY BE IN A PAY LEVEL FOR AT LEAST THREE YEARS. THE RELATED PAY ADJUSTMENT MOVES TO THE MINIMUM OF THE NEXT HIGHER PAY LEVEL OR AT LEAST 4% OVER THE CURRENT PAY. THE EFFECTIVE DATE IS THE PAY PERIOD FOLLOWING THE EMPLOYEE'S JOB ANNIVERSARY DATE

JOB GROWTH CHANGES WILL BE REVIEWED WITH THE COUNTY AUDITOR FOR BUDGET CONSIDERATIONS AND HUMAN RESOURCES FOR DOCUMENTATION, POLICY AND CONSISTENCY.

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### SECTION 4.3 NEW AND CHANGED POSITIONS (Cont.)

4. **PROMOTION.** AN EMPLOYEE MAY CONSIDER A PROMOTIONAL OPPORTUNITY TO A HIGHER LEVEL POSITION AND THE DEPARTMENT HEAD/ OFFICIAL MAY AWARD A PAY INCREASE TO AN ESTABLISHED POSITION. COMMISSIONERS COURT APPROVAL OF A NEW OR ADDITIONAL POSITION IS REQUIRED. THE DEPARTMENT HEAD/ OFFICIAL WILL WORK WITHIN THE CURRENT YEAR BUDGET. MID-YEAR CHANGES IN PAY DUE TO A PROMOTION THAT CURRENT BUDGETS DO NOT SUPPORT REQUIRE COMMISSIONERS COURT APPROVAL.

AN EMPLOYEE WHO IS PROMOTED INTO A HIGHER LEVEL POSITION WILL RECEIVE A PAY INCREASE OF NOT LESS THAN 6%, BASED ON THE LEVEL INCREASED TO A MAXIMUM OF 9%, WITH CONSIDERATION GIVEN TO THE CHANGES IN RESPONSIBILITIES. ANY AMOUNT IN EXCESS OF THIS INCREASE WILL REQUIRE COMMISSIONERS COURT APPROVAL.

THE PAY FOR A PROMOTION CONSIDERATION WILL BE REVIEWED WITH THE COUNTY AUDITOR FOR BUDGET CONSIDERATIONS AND WITH HUMAN RESOURCES FOR DOCUMENTATION, POLICY AND CONSISTENCY.

5. **JOB TRANSFER.** A TRANSFER IS A CHANGE IN JOB DUTIES AND RESPONSIBILITIES WITHIN THE SAME PAY LEVEL. THE TRANSFER MAY BE WITHIN THE SAME DEPARTMENT OR ANOTHER DEPARTMENT/ OFFICE. THERE IS NO CHANGE IN PAY IN A TRANSFER, HOWEVER THE DEPARTMENT HEAD/ ELECTED OFFICIAL DOCUMENTS THE CHANGE, WITH DOCUMENTATION AND COORDINATION WITH HUMAN RESOURCES.

5. **DEMOTION.** A DEMOTION IS A DECREASE IN LEVEL OF A POSITION. A DEMOTION MAY RESULT FROM AN EMPLOYEE CHOOSING TO TAKE VOLUNTARY DEMOTION, FROM A DEPARTMENT/ OFFICE REORGANIZATION RESULTING IN A LOWER LEVEL POSITION OR FROM AN INVOLUNTARY DEMOTION MAY RESULT FROM AN EMPLOYEE'S PERFORMANCE ISSUES.

A. **VOLUNTARY DEMOTION.** A VOLUNTARY DEMOTION HAS NO CHANGE IN PAY AS LONG AS THE PAY IS WITHIN THE MINIMUM TO MAXIMUM PAY OF THE NEW/LOWER LEVEL. IF THE CURRENT PAY IS ABOVE THE MAXIMUM OF THE NEW LEVEL, THE PAY WILL BE DECREASED TO WITHIN THE NEW PAY LEVEL.

B. **INVOLUNTARY DEMOTION.** AN INVOLUNTARY DEMOTION DUE TO PERFORMANCE ISSUES RESULTS IN A DECREASE IN PAY. THE DECREASE IN PAY IS GENERALLY 4%. PERFORMANCE ISSUES WILL BE ADDRESSED AND DOCUMENTED BY THE DEPARTMENT HEAD/ OFFICE HOLDER PRIOR TO THE DEMOTION AND REVIEWED WITH HUMAN RESOURCES PRIOR TO FINALIZATION.

NEW: 7-25-16