

LAMPASAS COUNTY PERSONNEL POLICIES

SECTION 3.6 PAY SCHEDULE AND PLACEMENT

THE PAY SCHEDULE ESTABLISHES STRUCTURE AND DESCRIBES LEVELS OF PAY AND RESPONSIBILITY OF COUNTY POSITIONS (See policy 4).

THE MINIMUM AND MAXIMUM OF A PAY RANGE ARE BASED ON THE COUNTY'S ABILITY TO PAY AND COMPARISON OF PAY OF COMPARABLE EMPLOYERS.

- MINIMUM PAY – LOWEST PAY RATE FOR THE LEVEL OF RESPONSIBILITIES. NO EMPLOYEE IS PAID LESS THAN THE ESTABLISHED MINIMUM PAY OF THE ASSIGNED PAY LEVEL FOR EACH POSITION.
- MAXIMUM PAY – THE MOST THE COUNTY IS WILLING TO PAY FOR THE WORK IN EACH LEVEL. NO EMPLOYEE'S BASE PAY WILL BE PAID ABOVE THE MAXIMUM OF A PAY LEVEL. ALTERNATIVES TO BE CONSIDERED PRIOR TO REACHING THE MAXIMUM OF A PAY LEVEL INCLUDING CAREER/ JOB GROWTH OR PROMOTION.

COMMISSIONERS COURT MAY REVIEW THE COMPETITIVENESS OF EACH PAY PLAN IN EVEN NUMBERED YEARS DURING BUDGET DELIBERATIONS AND DETERMINE WHETHER THERE IS A NEED FOR A PAY PLAN INCREASE. HUMAN RESOURCES ADJUSTS AND DISTRIBUTES UPDATED PAY TABLES AS NEEDED. A PAY PLAN ADJUSTMENT MAY BE AWARDED ANNUALLY, BI-ANNUALLY OR AT OTHER FREQUENCIES AS APPROVED BY THE COURT. THE EFFECTIVE DATE IS DETERMINED DURING BUDGET PLANNING AND THE COURT MAY DELAY, WITHHOLD OR STAGGER THE EFFECTIVE DATE OF ADJUSTMENT.

PAY AT HIRE. A NEW EMPLOYEE WILL MEET THE MINIMUM CRITERIA FOR EDUCATION/EXPERIENCE FOR THE POSITION AS REFLECTED IN THE POSITION DESCRIPTION WILL BE HIRED AT THE ENTRY LEVEL OF THE APPROPRIATE PAY LEVEL. THE LEVEL IS DETERMINED BY A MATCH TO THE PAY LEVEL DESCRIPTION OF RESPONSIBILITIES AND BUDGET CONSIDERATIONS.

IN THE EVENT A NEW HIRE HAS PREVIOUS EXPERIENCE/ EDUCATION BEYOND THE MINIMUM REQUIRED FOR THAT POSITION, AN OFFICE HOLDER/ DEPARTMENT HEAD'S JOB OFFER MAY GO ABOVE THE MINIMUM AS DOCUMENTED BY THE DEPARTMENT HEAD/ OFFICE HOLDER AND REVIEWED WITH HUMAN RESOURCES PRIOR TO A JOB OFFER. THE PAY OFFERED AT HIRE IS TO BE WITHIN THE DEPARTMENT BUDGET AND REVIEWED WITH THE AUDITOR AS NEEDED. ANY JOB OFFER THAT IS NOT CONSISTENT WITH THESE POLICIES IS NOT CONSIDERED FINAL PRIOR TO COURT APPROVAL.

ANNIVERSARY DATE. ANNIVERSARY DATE OF A JOB CHANGE IS USED IN RECOGNIZING THE EXPERIENCE GAINED IN A PARTICULAR POSITION. THIS MAY RESULT FROM PROMOTION, JOB GROWTH, TRANSFER OR DEMOTION. DATE OF HIRE RECOGNIZES CONTINUOUS EMPLOYMENT, WITH LIMITED INTERRUPTION, AND IS USED IN THE ESTABLISHMENT OF ELIGIBILITY OF VARIOUS BENEFITS AND START PAY.

DURING THE ANNUAL BUDGET PLANNING PROCESS, ADJUSTMENTS ARE PLANNED IN THE SAME MANNER AS IS DONE WITH PAYROLL BUDGETING THROUGH THE AUDITOR. ANY PAY ADJUSTMENT APPROVED IS AWARDED TO EACH EMPLOYEE CURRENTLY EMPLOYED. A PAY ADJUSTMENT IS MADE WITHIN THE EMPLOYEE'S PAY LEVEL (MINIMUM TO MAXIMUM). THE ADJUSTMENT IS EFFECTIVE THE FIRST PAY PERIOD OF OCTOBER IN THE NEW BUDGET YEAR.

NEW: 7-25-16, REV. 11-21-16