

Exhibit A

Justification

The Law Enforcement Pay Plan was developed to compensate employees based on years of service. During the time this employee served as a Captain in the Sheriff's Office positions under the plan were moved four (4) steps during the following years:

2006-2007

2007-2008

2008-2009

2012-2013

Based on the date the pay plan was implemented, the employee's years of service and his movement within the LE Pay Plan in prior years, we find that the request to start employee at step 5 is reasonable.




NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	<u>01-18-13</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>1-18-13</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>1-18-13</u> DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			