

## CLASSIFICATION AND COMPENSATION PLAN

### 8.00 CLASSIFICATION PLAN

The Employee Classification and Compensation Plan (Grade and Step) provides the salary structure for classified employees in Hidalgo County. The Classified Position List organizes county positions by title and grade according to level of responsibility. Positions are placed in job classifications that best depict the nature of the work performed. Each job classification has a corresponding salary group assignment that determines the minimum (Step 1) salary rate for each position.

### 8.01 PLAN OBJECTIVES

The Classification and Compensation plan accomplishes the following objectives:

- 1) Groups position with similar duties and pay while providing a high degree of flexibility to County departments and offices.
- 2) Compensates employees with salaries that are internally equitable and compare favorably with the private sector, other counties, and Texas State Agencies.
- 3) Provides for within grade step increases (Within Grade Step Increase Policy).
- 4) Provides for Career Ladder and Departmental promotions at the department level.

### 8.02 PLAN APPLICATION

The Classification and Compensation Plan, and the related salary schedule applies to all regular, full-time salaried positions (classified) as authorized by the Hidalgo County Commissioners' Court.

- 1) The Classification and Compensation Plan consists of 21 pay grades and 11 steps. The Department of Human Resources established the grade for each position based on the level of difficulty, level of responsibility, and the qualifications (education and experience) required for the position.
- 2) Each grade has 11 steps that are set at 3.5% intervals. Step 2 is 3.5% higher in salary than Step 1 and Step 3 is 3.5% higher in salary than Step 2 and so on.
- 3) All newly hired (selected or appointed) employees of the County must begin their employment at Step 1 and remain at Step 1 during the required six months probationary period. Employees are not eligible for promotion (employee cannot apply for vacant posted positions) or to transfer to another department or another position during the probationary period.
- 4) An employee who is promoted is guaranteed at least a 3.5% (one-step) salary increase. The employee will be placed at Step 1 of the new grade, or at the next step of the new grade that provides the employee at least a 3.5% salary increase if Step 1 is less than a 3.5% increase.
- 5) An employee who is demoted (voluntarily or involuntarily) to a position in a lower grade, will be placed at the same step as the employee occupied in the higher grade.

### 8.03 DISCRETIONARY STEPS

New employees are hired at Step 1 of the applicable grade. However, in special circumstances, Elected Officials and Department Heads may request a higher step for a newly hired employee based on certain criteria related to special need or superior qualifications.