

Compensation Plan Examples:

Job Family –

- Internal Equity is defined by Job Family
- Grade is defined by position
- Salary is defined by Performance and Budget

Clerk I – Grade B.16
\$13.39 to \$19.39 per hour

Clerk II – Grade B.17
\$14.07 to \$20.38 per hour

Clerk III – Grade B.18
\$14.78 to \$21.41 per hour

Clerk IV – Grade B.19
\$15.54 to \$22.49 per hour

***Budget at assignment level for Clerk I-
Grade 16 - \$14.78 per hour; \$30,749.36 annualized (current step 5)***

New Hire:

Posted with range at minimum \$27,854.65 – \$30,749.36 dependent upon qualifications
(step 1) (budget)

Promotion:

May promote to Clerk II – Grade B.17

Demotion:

May demote from Clerk II – Grade B.17 to Grade B.16 with decrease in gross pay

Merit Money Award:

May award within the guidelines of the policy provisions

Assignment Change:

A change in responsibilities to a position outside of the employees currently assigned job family

Longevity Pay:

Under this plan, the Schedule A and Schedule B pay charts have grade salary ranges instead of grades and steps.

By utilizing a salary range, all current employees with assignments in positions that are classified on Schedule A and Schedule B will have their current service longevity accrual credited on a prorated basis as of the effective date of the compensation policy.

After the effective date of the compensation plan, current employees and new employees with assignments in positions that are classified on Schedule A and Schedule B will no longer receive longevity pay which reinforces the County's emphasis on job performance and pay for performance.

The HR Department will issue monthly service award certificates to departments when an employee reaches a 5 year service time milestone in the month in which the employee reaches the milestone.

Service awards will no longer be withheld until the annual celebration of County Government Week. Departments may recognize their individual employees who have earned service time milestones upon receipt of the certificate.

Example:

Employee A has 4.5 years (54 months) of service with Williamson County as of the effective date of the compensation policy. Currently, at 5 years of service, Employee A would begin to accrue \$24 per pay period and be paid out the accrued funds in December.

$\$624.00 \text{ annual longevity} / 60 \text{ months} = \$10.40 \text{ per month of service}$

$\$10.40 \times 54 \text{ months of current service} = \$561.60 \text{ annual longevity accrued to date}$

$\$561.60 / 26 \text{ pay periods} = \$21.60 \text{ per pay period}$

This pay period amount will be incorporated into Employee A's gross pay each pay period.

Employee A reaches 5 years of service at Williamson County in July. The HR Department will provide Employee A's department with a 5 Year Service Award Certificate in July.

The department may recognize Employee A's service time upon receipt of the Certificate.

Budgeted Salary Award:

Using total salary line item funds that are not anticipated to be used by the fiscal year end to:

- reward performance for employees who have not yet received the maximum merit and/or promotion pay award in a fiscal year
- award salary funds for hiring into other vacant positions
- do not exceed the current year budget
- will not increase the next fiscal year budget

Example:

- *Employee A and Employee B work in the same County department.*
- *Employee A is a long term employee whose assigned position is on grade 20.*
- *Employee A has been awarded merit pay over several years and is currently being paid at midpoint on grade 20.*
- *Employee A terminates employment and a new employee (Employee C) is hired at the minimum salary for grade 20.*
- *The difference between the annual salary for midpoint on grade 20 and the annual salary for the minimum salary on grade 20 is now available and may be used by the department to reward performance for employees as noted above.*
- *Employee B's job performance has exceeded expectations this year.*
- *The department may use some of the newly available budgeted funds to reward Employee B's job performance.*

Minor Reorganizations:

During reorganization, only positions with increases in work duties may receive additional compensation. Funds made available through reorganization are specifically not to be used to provide additional merit raises.