

Compensation

Salary/Position Changes

Type	Description/Policy	Pay +	Pay -	Approval Process	Additional Information
<p>Promotion</p>	<ul style="list-style-type: none"> When a current employee is hired into a different position with a higher pay grade No additional pay increases in the first 12 months with the exception of merit 	<p>Max 25% above minimum of the pay grade or 10% above current salary whichever is greater. [Cannot exceed maximum of pay grade or budgeted amount for position]</p>	<p>N/A</p>	<p>Oracle workflow required</p>	<p>N/A</p>
<p>Demotion</p>	<p>When a current employee is hired into a position with a lower pay grade or is demoted to a lower pay grade</p>	<p>N/A</p>	<p>Maximum decrease to the minimum of the new pay grade</p>	<p>Oracle workflow required</p>	<ul style="list-style-type: none"> Written justification required Salary may remain the same if within the new pay grade
<p>Reclassification</p>	<p>A change in one or more positions which impacts the organization chart of the department or elected office as a result of one of the following:</p> <ol style="list-style-type: none"> Significant change in the job description that includes the addition or deletion of significant duties and responsibilities A position that is determined to be misclassified by comparison to like positions either internally or externally A reclassification cannot result in a position change that is not consistent with the original intent of the position with the exception of changes that are due to turnover in a key position (elected/ appointed official, department head or director). These changes will be reviewed by the Budget Office and Human Resources. Recommended changes will be placed on the Commissioners Court agenda for approval <p>A position can only be reviewed for reclassification during the annual budget, or between October 1st and February 15th. May require a public hearing</p>	<p>Minimum of the pay grade or up to 10% above current salary as determined appropriate during the approval process</p>	<p>Maximum decrease to the minimum of the new pay grade</p>	<p>Submission of reclassification request through the budget software or HR sharepoint, as determined by the type of request with back up documentation</p>	<p>Support documentation required:</p> <ul style="list-style-type: none"> Current job description(s), current ORG chart, proposed job description, proposed ORG chart and justification for review (i.e. turnover, added duties, etc.)
<p>Career Ladder Advancement</p>	<p>A department with an approved career ladder may advance employees according to the parameters established in the career ladder documentation. Must be approved during the annual budget process.</p>	<p>Based on the steps in the chart</p>	<p>Based on the steps (when appropriate)</p>	<p>Submission of request through budget software with back up documentation including whether additional budget is required</p>	<p>Documentation of each position that will advance during the next budget year along with the approved career ladder plan</p>