

Compensation

Salary and Position Changes

The chart below indicates the policies related to pay increases and decreases due to position changes, vacancies and/or merit. All changes are contingent on budgeted fund availability. Any funds remaining in a department merit line items will roll over each budget year unless otherwise determined by the Court. Any request outside of these policies will require the approval of Commissioners Court.

Salary/Position Changes

Type	Description/ Policy	Pay +	Pay -	Approval Process	Additional Information
Merit	<ul style="list-style-type: none"> Merit funding can only be used for performance pay increases. Merit is awarded based on job performance which is evaluated by the applicable department head or elected official. Therefore, an employee must receive a performance evaluation in order to be eligible for a merit increase. An employee is eligible for merit after 90 days in their current position. 	Max of 5% per employee, per budget year* authorized as a merit percentage amount and issued as a lump sum only. or a lump sum (if a merit-eligible employee has reached the max of their grade).	N/A	<ul style="list-style-type: none"> Oracle workflow required Each processing period will have a cut off date. Employee must have completed 90 days of employment by that date A line item transfer form must be submitted in addition to the workflow Merit can only be transferred out of the merit line item Merit is not transferrable between positions 	<ul style="list-style-type: none"> District Court Reporters, Elected Officials, Director of Juvenile Services, County Auditor, Positions on the LE and C Charts are not eligible for merit increases. Merit for small departments with 4 or less merit-eligible employees that do not roll up to a department with an 8000 account, will be granted merit at 1% higher than the amount approved by the Commissioners Court not to exceed 5%. (i.e. if the Court approves merit at 3%, the small departments will receive 4%) Verification of evaluation required.
Position Salary Surplus	<ul style="list-style-type: none"> Cannot be used for merit increases. Cannot be requested to be moved between positions after February 15th. 	Refer to filling a vacancy, promotion and or reclassification policies.	N/A	<ul style="list-style-type: none"> Refer to filling a vacancy, promotion and reclassification policies. 	<ul style="list-style-type: none"> Contact HR for additional requirements.
Lateral Moves	When an employee moves to a new or like position with the same grade.	Can utilize money on new position up to employee's current salary.	Can utilize money on new position up to employee's current salary.	Oracle workflow required	Employees cannot receive a salary increase when they move laterally, outside of merit. Normal merit policies apply.
Filling a Vacancy	When a current employee separates from employment or position Applies to B Chart only	<p>A vacant position may be filled with a salary up to 15% above the minimum of the pay grade, effective 10/1/2018.</p> <p>See promotion for current employees (no additional pay increases in the first 12 months with the exception of merit)</p>	N/A	Oracle workflow required	The maximum salary for a position cannot exceed the budgeted annual salary even if the full amount may not be used during the budget year due to the position being vacant for part of the year. (i.e. budgeted salary = \$30,000, position vacant 6 months = \$15,000 not used, when filled the maximum salary cannot exceed \$30,000 even though \$15,000 is unused).
Retention	An increase in pay that is awarded to an employee, as an incentive to retain them in their current position, when the employee has received a bona-fide job offer from another department or employer or there is a high risk that the employee will be recruited or seek employment for a similar position with another employer/department with a higher salary.	Maximum of 10% above the current salary*	N/A	<p>Approval by Commissioners Court, public hearing required</p> <p>Change will be effective on the first pay period after Court approval</p> <p>Oracle workflow required</p> <p>Verification required</p>	Contact HR for additional requirements.

*15% maximum annual (budget year) increase per employee (includes retention, merit, re-organization and reclassification, does not include promotions.) Multiple pay changes cannot be processed on the same day.