

## 4.2: Rates of Pay

This policy applies to all employees.

### POLICIES AND PROCEDURES

All pay rates (i.e., salaries) may be based upon the employee's assigned classification and corresponding pay-grade assignment.

#### Lateral Transfer

If an employee is transferred into or accepts a position that has the same pay grade assignment as his or her current position, the Department Director has the discretion on whether or not to maintain the current pay level.

#### Salary Ranges

All positions are placed into a salary range comprising the minimum and maximum amount of compensation that can be paid to a position based on its corresponding classification. If an employee's salary is at or above the maximum of the salary range for his or her job, the salary range is designated as having a "Red Circle Rate." There will be no increases to base pay until the salary falls below the salary range maximum.

Lump-sum payments, in lieu of base pay increases, will be paid to employees who have a "Red Circle Rate" and whose performance meets or exceeds expectations.

#### Types of Appointments

- **New Hire (Initial Appointment to a Position).** New employees are usually hired into a position at the minimum of the pay range. Department directors have the authority to hire a new employee up to 15% above the minimum of a pay range. If hiring above the minimum, department directors shall consult with People and Culture Services, and an internal equity study shall be completed. A new employee can be hired at more than 15% above the minimum of the pay range with commensurate experience and written approval from the County Manager.
- **Promotion (Appointment to a Position Assigned to a Higher Pay Grade).** If an employee is promoted to a position that has a pay range higher than his or her current position, the employee's salary may be adjusted 6% or to the minimum of the new pay range whichever is

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greater. Department directors have the authority to adjust the salary up to 15% above the minimum of the new pay range. The County Manager shall have discretion to provide a greater increase in unique circumstances. The current pay plan, market value, and internal equity with similarly situated current employees may serve as a guide to the promotional increase, in consultation with People and Culture Services and at the discretion of the County Manager. Please note that promotions will not trigger a change in the employee's annual review date.

- **Downgrade (Appointment to a Position Assigned to a Lower Pay Grade).** If an employee is appointed to a position that has a pay grade that is lower than his or her current position, the pay for the new position may be adjusted to a lower rate of pay. Contact the People Services Department for the new rate of pay.