

## Classification & Pay Plan

### **Intention of Classification and Pay Plan**

The pay plan is intended to provide fair compensation for all classes in the classification plan, considering range of pay for other classes, rates of pay for comparable services in public employment in the area, cost-of-living data, other benefits received by employees, the County's financial condition and other factors. The Chairperson of the Board of Commissioners shall periodically, and not less than every three (3) years, make, or cause to be made, comparative studies of all the factors affecting the level of salary ranges. Based on conclusions reached through such studies, the Board of Commissioners shall make changes in salary ranges as appropriate.

### **Description of Classification and Pay Plan**

The classification plan is the systematic grouping of positions into appropriate classes. The pay plan includes the adopted salary schedule and the schedule of salary ranges consisting of rates of pay for all classes of positions included in the classification plan.

- (1) A position is a group of currently assigned duties and responsibilities requiring the full or part-time employment of one (1) person. A position may be occupied or vacant.
- (2) A class is a group of positions (or one (1) position) that:
  - (a) Has similar duties and responsibilities and/or
  - (b) Requires like qualifications and/or
  - (c) Can be equitably compensated by the same range of pay.

### **Amendments to the Classification and Pay Plan**

The Board of Commissioners shall determine whether the establishment and/or the abolition of a classification is in order. Such changes shall take the form of amendments to the plan and must be adopted by the Board of Commissioners.

When a new position is established or duties of an existing position change, the Department Head/Elected Official involved shall submit, in writing to the Director of Talent Management, a position description stating the duties and responsibilities of the position. The Director of Talent Management shall investigate the actual or proposed duties, assure with the Department Head/Elected Official the availability of funds with the Finance Department and recommend to the Chairperson of the Board of Commissioners the appropriate class allocation or the establishment of a new class. The Board of Commissioners shall approve or change such recommendations and allocate the position to a class.

### **Official Copy of the Classification and Pay Plan**

The Director of Talent Management shall be responsible for maintaining an official copy of the classification plan. The official copy shall include a schematic list of class titles and class specifications plus all amendments to the plan. A copy of the official plan shall be available for inspection by the public, under reasonable conditions, during business hours.

**Plan Administration and Definitions****Compression: Is only applicable in conjunction with a Market Compensation Study.**

When a Market Compensation Study is completed, Regular (Not On-Call, Temporary or Seasonal) employees, as defined within the Pay & Classification Plan, that are already within the new salary range may receive a compression adjustment. There is never a guarantee of a compression adjustment, as it is based upon available funding and the Board of Commissioners approval. Employees hired before October 1<sup>st</sup> of the year prior to the effective date of the Market Compensation Study's new salary ranges, will be eligible to receive compression adjustments.

With the completion of the Market Compensation Study, if an employee including Regular, On-Call, Seasonal & Temporary as defined within the Classification & Pay Plan, is not within the new salary range, then they will be brought to the new minimum. Furthermore, if they are a Regular employee as defined in the Classification & Pay Plan and the increase given is less than the recommended amount for that study period, then the Regular employee (Not On-Call, Temporary or Seasonal) may also receive a tiered longevity increase to address compression. Tiered longevity increases are only applicable with the completion of a Market Compensation Study and are also subject to available funding and the Board of Commissioners approval. Tiered longevity for the Market Compensation Study will be applied as follows:

- 0 to under 3 years of service – N/A
- 3 - 4 years of service – 3%
- 5 - 9 years of service – 5%
- 10-14 years of service – 7%
- 15+ years of service – 10%

**Contractor/Consultant:** A self-employed individual or individual who is employed by a third party who performs a service under an expressed or implied agreement and who is not subject to the employer's control, or right to control, regarding the method and means in which the service is performed. Rockdale County employees cannot work as a Contractor/Consultant performing the same job or similar job as they perform in their regular capacity.

**Demotion:** When an employee is demoted, the salary paid shall be at a rate that is within the range of the lower position. The rate of pay shall be set by the Department Head/Elected Official with the approval of the Director of Talent Management and the Chairperson of the Board of Commissioners, taking into consideration the circumstances surrounding the demotion as well as the employee's length of service and performance record with the County. If a demotion is the result of a performance issue, the Department Head must show just cause as to why a decrease in salary is not warranted.

**Discretionary Pay Adjustment:** A discretionary pay adjustment to bring an employee's pay into proper alignment within a job group or departmental structure. All efforts are to be made to avoid having misalignment of pay when making changes to a department's personnel structure, i.e. new hires, promotions, etc. An internal review should be completed annually in conjunction with the personnel budget planning process. Any Discretionary Pay Adjustments would be reviewed on a case-by-case basis and be approved by the Chairperson of the Board of Commissioners.

**Emergency Appointment:** When an emergency involving serious impairment of the public

business makes it impossible to fill a vacant position by normal procedures, the Department Head/Elected Official with the approval of the Director of Talent Management and the Chairperson of the Board of Commissioners, may appoint any qualified person to such a position on an emergency basis in order to prevent stoppage of public business, or loss or serious inconvenience to the public. Such an appointment shall be for a period not to exceed ninety (90) days, during which the normal selection procedures will be followed to fill the position under a regular appointment.

**Exempt Employee:** Employees who meet one of the FLSA exemption tests and who are paid on a fixed salary basis and not entitled to overtime.

**Full Time Employee:** An individual who works at least 30 hours in a work week. This person is eligible for benefits. Full Time Employees may not work in multiple (more than one) regular employment classifications for Rockdale County as defined by the description of Regular Employee per the Classification & Pay Plan Policy.

**Job Description Modification:** When a job description has a major addition/deletion to the job duties or a change to the minimum requirements, it shall be approved by the Board of Commissioners.

**Lateral Move/Transfer:** When an employee is moved to a position in the same or different department that is of an equivalent pay grade. There is no pay increase associated with a lateral move/transfer.

**Market Compensation Study:** When the Board of Commissioners has approved changes to salary ranges based on a market study, all employees who are below the new minimum will be brought to the minimum of the new salary range.

**New Hire:** Persons who have not been employed at the county as a regular employee for over 365 days. He/she shall be paid the minimum rate of pay for his/her class. Exceptions may be made for those who exceed the stated qualifications for the position. Written justification must be submitted to Talent Management if an employee is to be hired at a salary higher than the minimum of the pay grade. Approval of the exception must be obtained by the Director of Talent Management prior to the job offer.

**New Position/Addition:** When a department has received approval to add a position that does not currently exist in the Classification and Pay Plan.

**Non-Exempt Employee:** An employee who does not meet any one of the Fair Labor Standards Act exemption tests and is paid on an hourly basis and covered by the wage and hour laws regarding hours worked, overtime, etc.

**On-Call Employee:** An individual who works on an "as needed" basis. This position receives no benefits or paid leave. This typically is a former regular employee who has either retired or resigned from a regular position and has requested the opportunity to be designated as an "on-call" employee. The county has Administrative and Emergency (911) On-Call positions. The Administrative On-Call employees are to sign an On-Call Personnel Agreement form. This form stipulates the requirements for the On-Call employee. To be eligible for On-Call status, the employee must have left in good standing and have the Talent Management Director's review and approval. On-Call Employees are not permitted to work Full Time Hours (30 or more) in a work week. If Full time hours are required, they will need to be changed to

an approved position that allows for 30 or more hours per the Classification & Pay Plan Policy.

**Part-time Employee (20-29 hours per week):** An individual who continually works less than 30 hours in a work week. This employee is not eligible for benefits but is eligible for pro-rated PTO, if they are a regular employee, not temporary, On-Call or seasonal. Part-time Employees are not permitted to work Full Time Hours (30 or more) in a work week. If Full time hours are required, they will need to be changed to an approved position that allows for 30 or more hours per the Classification & Pay Plan Policy.

**Part-time Employee (1-19 hours per week):** An individual who continually works less than 20 hours in a work week. This employee is not eligible for benefits or PTO. Part-time Employees are not permitted to work Full Time Hours (30 or more) in a work week. If Full time hours are required, they will need to be changed to an approved position that allows for 30 or more hours per the Classification & Pay Plan Policy.

**Pay for Performance (Merit Pay):** A progressive pay strategy where individual evaluations and/or organizational performance influence the amount of pay increases or salary adjustments provided to employees on an agreed-upon basis, typically each year.

**Progressive Promotion:** Career advancement within an organization, which includes going from one rank to a higher rank, e.g. CSR I to a CSR II. This would be reflective of increased qualifications, obtaining required licenses or certifications, etc. There is never a guarantee of a progressive promotion. It is based upon available funding and the employee's performance. If the funding is available, it would be at 7% above the employee's current rate or the minimum of the grade, whichever is higher.

**Promotion:** An employee that is promoted, shall receive a minimum salary increase of 7% above the employee's current base pay or to the lowest salary of the range for the classification of the new position, whichever is greater.

**Interim:** An employee that is acting in a promotion capacity on a temporary basis to fill the needs of a vacancy, shall receive a minimum salary increase of 3% above the employee's current base pay. At the time of an official promotion, if an employee is acting in an interim capacity, an employee will receive an additional 4% increase above the employee's current base pay or to the lowest salary of the range for the classification of the new position, whichever is greater.

**Reclassification:** The changing of the pay grade of an existing position can be in conjunction with job duty changes or title change as approved by the Board of Commissioners. It may or may not include a promotional increase for the position's incumbent, which is reviewed upon a case-by-case basis. If the incumbent is below the minimum of the pay grade the position is being reclassified to, the incumbent would be taken to the minimum of that new pay grade.

**Regular Employee:** An individual who has been hired to work a predetermined number of hours per week or a predetermined salary per week in a position/appointment of indefinite duration. Regular employees are eligible for benefits and PTO.

**Salary Range:** The compensation alignment by grade, depicting the salary minimum, midpoint and maximum for each classification level.

**Seasonal Employee:** An individual who works during a timeframe, i.e. summer. This position

is not eligible for benefits or PTO.

**Temporary Employee:** An individual who works on either short-term assignments or long-term assignments (not to exceed 6 months) without being treated as a regular employee and lacking the benefits of regular employees. Normally utilized to meet short-lived demands that they do not have the internal resources to meet.

**Title Change:** A modification to a position's title for clarification purposes. If the job description has been greatly modified, that position's job description would need to be approved by the Board of Commissioners. If any change to the pay grade needs to be made, the additional action of a reclassification would be necessary.

### Policy Change

The County reserves the right to delete, modify, amend or terminate this policy at any time with or without prior notice.

### Approvals

Approved this 10<sup>th</sup> Day of December, 2019

Board of Commissioners  
Rockdale County, Georgia

By:   
Oz Nesbitt, Chairman

Attest:

By:   
Jennifer Rutledge, County Clerk