

## **Compensation Policy**

### **Purpose**

Lubbock County's compensation policy is designed to attract, retain, and motivate qualified, diverse employees. Nothing in this policy is intended to limit employee rights under federal or state law. This compensation policy does not apply to elected officials, supplemental, CSCD, CRTC, or temporary employees.

### **Authority**

The Lubbock County Commissioners' Court establishes the budgeted pay for each position within the County. Human Resources establishes the pay grades and classifications for all positions.

### **Classification Structure**

The purpose of a classification structure is to assign each unique position to a BLS - Standard Occupational Classification (SOC) major group, minor group, and detailed occupation. The SOC classification system allows for consistency in classification, comparability across public and private sectors, and alignment with the labor market. Human Resources will evaluate positions utilizing a point-factor job evaluation. The point-factor job evaluation will determine internal value and classification utilizing the Evaluation Classification Matrix. The point-value score derived from the matrix determines the job level.

The classification structure promotes consistent, equitable compensation for comparable work, managed in conjunction with department leadership and Human Resources.

### **Compensation Pay Ranges**

Positions are assigned to a job level, each with a defined pay range. These pay ranges are reviewed annually to ensure alignment with market value and fiscal sustainability.

### **Position Classification**

The classification of a new position, including grant funded, must be evaluated by Human Resources during the regularly scheduled Personnel Committee process. Reclassification of current position(s) must be evaluated by Human Resources during the regularly scheduled Personnel Committee process. Recommendations will be provided to the Commissioners Court by Human Resources for adoption.

Departments may submit requests for new or reclassified position(s) during the Personnel Committee process only.

### **Compensation**

The budgeted amount for each County position is set by the Commissioners Court during the budget process. Changes to a position's funding require a formal review process and subsequent approval by the Commissioners Court.

#### **Guidance of General Application**

- The pay for every position is limited to the budgeted amount.

- Funds for vacant position(s) may not be reduced below the minimum of the approved pay range(s). Once reduced, the position will remain budgeted at the lower amount, and replacement funding is not guaranteed.
- When a department leader is considering a pay increase for an employee, they shall remain within the budgeted amount for the position. They shall also consider whether the pay increase creates an adverse impact.
- When a department leader considers a conditional offer of employment, they shall remain within the budgeted amount for the position. They shall also consider whether the conditional offer creates an adverse impact.
- Positions funded by grant funding are subject to the restrictions and requirements of the grant as well as County compensation policies.
- Starting pay must be set at or above the minimum of the adopted pay band.

## **Types of Pay Increases**

### **1. Cost of Living Adjustment**

A percentage based on increases in cost of living, approved by the Commissioners Court, that is applied to all eligible appointed, full-time and part-time active employees. Employee(s) will receive the COLA if actively employed during the pay period in which it is scheduled to be processed.<sup>1</sup>

### **2. Merit**

An increase in pay based on job-related performance. A merit increase requires documentation of an employee evaluation or documentation necessary to support the increase and must be submitted with the personnel action. Employees must complete 90 days of employment to be eligible for merit.

### **3. Equity**

An equity adjustment may be considered when an employee's salary is below that of others in the same classification with similar performance, experience, skills, knowledge and responsibilities. The adjustment can be initiated if there is strong evidence to support a salary increase due to specific triggering event(s).<sup>1</sup>

### **4. Court Initiated Increase**

Increase approved by the Commissioners Court that is applied to eligible appointed, full-time and part-time active employees. Employee(s) will receive the pay increase if actively employed during the pay period in which it is scheduled to be processed.<sup>1</sup>

<sup>1</sup>An employee whose pay is funded by a grant will not receive pay increases unless sufficient funds are already available in the grant, additional funds are requested and approved by the grantor, or Commissioners' Court specifically approves the pay increase to be paid outside of the grant from the general fund.

## **Exclusions**

- Positions categorized in the Commissioners Court adopted Sheriff's department Step Plan.
- This compensation policy may not apply to certain positions pursuant to federal or state law.

## **Effective Date of Pay Changes**

Pay changes made during the budget process take effect on the first day of the first full pay period of the new fiscal year. Pay changes made during the year must take effect on the first day of a pay period.

### **Retention Pay**

Full-time and eligible appointed County employees will receive retention pay for up to 25 years of continuous service.

- Retention pay will be awarded once a year in December. See Appendix A.
- Retention pay will be calculated based on the number of completed years of continuous service as of the most recent date of hire. A break in service resets the longevity calculation.
- Length of service will be determined as of September 30<sup>th</sup> of each fiscal year.
- Time spent while on an approved paid leave or active military duty is considered continuous service.

**Appendix A**

**Retention Pay**

<b>Year</b>		<b>Annual</b>
1	\$ 5.00	\$ 60.00
2	\$ 10.00	\$ 120.00
3	\$ 15.00	\$ 180.00
4	\$ 20.00	\$ 240.00
5	\$ 25.00	\$ 300.00
6	\$ 30.00	\$ 360.00
7	\$ 35.00	\$ 420.00
8	\$ 40.00	\$ 480.00
9	\$ 45.00	\$ 540.00
10	\$ 50.00	\$ 600.00
11	\$ 55.00	\$ 660.00
12	\$ 60.00	\$ 720.00
13	\$ 65.00	\$ 780.00
14	\$ 70.00	\$ 840.00
15	\$ 75.00	\$ 900.00
16	\$ 80.00	\$ 960.00
17	\$ 85.00	\$ 1,020.00
18	\$ 90.00	\$ 1,080.00
19	\$ 95.00	\$ 1,140.00
20	\$ 100.00	\$ 1,200.00
21	\$ 105.00	\$ 1,260.00
22	\$ 110.00	\$ 1,320.00
23	\$ 115.00	\$ 1,380.00
24	\$ 120.00	\$ 1,440.00
25+	\$ 125.00	\$ 1,500.00