

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 System

The purpose of a classification system is to group similar positions, within an Equal Employment Opportunity Commission (EEOC) job category, according to the job duties, decision-making requirements and responsibilities. The classification system is intended to provide consistent and equitable compensation of similar work, as determined by Human Resources.

Position Grades

EEOC Job Categories

- Office Administrators - AD
- Professionals - PR
- Technicians - TE
- Protective Service - PS
- Administrative Support - CL
- Skilled Craft - SC
- Service Maintenance – SM

Position Classification

Classification of a new position, including grant funded, 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.

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 Pay Bands

The compensation pay bands will be developed annually, by Human Resources, and referred to the Commissioners Court for adoption. The adopted compensation pay bands will be included in the County Auditor budget materials provided to departments.

See Appendix A

Compensation

The budgeted amount for each County position is set by the Commissioners Court during the budget process. The budgeted amount set shall be within the compensation pay bands maintained by Human Resources. Compensation decisions are intended to provide equal pay for equal work.

Guidance of General Application

- The pay for every position is limited to the budgeted amount.
- Vacant position(s) funds may not be used to provide pay raises to employees during the budget year.
- 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 if the pay increase creates an adverse impact within the Commissioners Court approved classification system and pay bands.
- When a department leader is considering a conditional offer of employment, they shall remain within the budgeted amount for the position. They shall also consider if the conditional offer creates an adverse impact within the Commissioners Court approved classification system and pay bands.
- 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. 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. ¹

2. Cost of Living Adjustment

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. ¹

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). ¹

¹An employee receiving their pay from 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 raise 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 first day of the first full pay period of the new fiscal year. Once approved, pay changes made during the fiscal year 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 B.
- Retention pay will be calculated based on the number of completed years of continuous service as of most recent date of hire. A break in service resets the longevity calculation.
- Length of service will be determined as of September 30th of each fiscal year.
- Time spent while on an approved paid leave or active military duty is considered continuous service.

Appendix A

FY2024 Proposed - C

FY2024	Min	Median	Max
CL01	\$ 26,208.00	\$ 34,944.00	\$ 43,680.00
CL02	\$ 29,484.00	\$ 39,312.00	\$ 49,140.00
CL03	\$ 39,688.74	\$ 52,918.32	\$ 66,147.90
CL04	\$ 44,820.36	\$ 59,760.48	\$ 74,700.60

PR01	\$ 35,250.15	\$ 47,000.20	\$ 58,750.25
PR02	\$ 48,562.02	\$ 64,749.36	\$ 80,936.70
PR03	\$ 53,999.40	\$ 71,999.20	\$ 89,999.00
PR04	\$ 59,456.09	\$ 79,274.78	\$ 99,093.48
PR05	\$ 66,150.63	\$ 88,200.84	\$ 110,251.05
PR06	\$ 67,803.45	\$ 90,404.60	\$ 113,005.75
PR07	\$ 73,590.47	\$ 98,120.62	\$ 122,650.78

AD01	\$ 52,291.20	\$ 69,721.60	\$ 87,152.00
AD02	\$ 57,882.05	\$ 77,176.06	\$ 96,470.08
AD03	\$ 76,887.72	\$ 102,516.96	\$ 128,146.20
AD04	\$ 91,704.99	\$ 122,273.32	\$ 152,841.65

TE01	\$ 33,215.33	\$ 44,287.10	\$ 55,358.88
TE02	\$ 37,035.09	\$ 49,380.12	\$ 61,725.15
TE03	\$ 41,294.12	\$ 55,058.83	\$ 68,823.54
TE04	\$ 46,042.95	\$ 61,390.60	\$ 76,738.24
TE05	\$ 51,337.89	\$ 68,450.51	\$ 85,563.14
TE06	\$ 57,241.74	\$ 76,322.32	\$ 95,402.90

SM01	\$ 21,637.59	\$ 28,850.12	\$ 36,062.65
SM02	\$ 26,520.00	\$ 35,360.00	\$ 44,200.00
SM03	\$ 31,824.00	\$ 42,432.00	\$ 53,040.00
SM04	\$ 45,826.37	\$ 61,101.82	\$ 76,377.28

SC01	\$ 30,201.41	\$ 40,268.54	\$ 50,335.68
SC02	\$ 34,398.00	\$ 45,864.00	\$ 57,330.00
SC03	\$ 39,000.00	\$ 52,000.00	\$ 65,000.00
SC04	\$ 44,717.40	\$ 59,623.20	\$ 74,529.00
SC05	\$ 49,140.00	\$ 65,520.00	\$ 81,900.00
SC06	\$ 63,749.99	\$ 84,999.98	\$ 106,249.98

PS01	\$ 31,128.24	\$ 41,504.32	\$ 51,880.40
PS02	\$ 28,739.49	\$ 38,319.32	\$ 47,899.15
PS03	\$ 41,697.24	\$ 55,596.32	\$ 69,495.40

PS04	\$ 44,637.84	\$ 59,517.12	\$ 74,396.40
PS05	\$ 52,617.24	\$ 70,156.32	\$ 87,695.40
PS06	\$ 58,888.44	\$ 78,517.92	\$ 98,147.40
PS07	\$ 75,004.53	\$ 100,006.04	\$ 125,007.55

Pay Band Definitions:

Minimum – employees whom are new to the position and are learning and do not have substantial experience.

- Meets minimum qualifications
- Has little or no experience
- Requires additional training to build knowledge and skills

Median – represents the midway point for the position and represents an experienced employee.

- Meets preferred qualifications
- Demonstrates ability to perform duties independently
- Consistently exhibits core competencies

Maximum – Considered a subject matter expert, usually an experienced employee.

- Subject matter expert
- Exhibits broad and deep knowledge of job related areas
- Extensive knowledge that ranges beyond their primary responsibilities

Market adjustments may drive pay and must be reviewed by Human Resources to determine if discrimination exist.

Appendix B

Retention Pay

Year		Annual
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