COUNTY OF ALBEMARLE
PERSONNEL POLICY

§P-60

SALARY ADMINISTRATION AND POSITION CLASSIFICATION

The County's Classification and Pay Plan governs the classification and compensation of positions in County employment~~,~~ and is maintained by the Department of Human Resources ~~Department~~.

The Pay Plan adopted by the Board of Supervisors is directly linked to the Classification Plan and ~~will be~~is based on the principle of equal pay for equal work. The County's~~Board will maintain a~~ salary administration program that provides for payment of salaries, recognizes achievements, and rewards individual ability and performance.

Procedure for Salary Administration and Position Classification

A. Job descriptions are detailed specifications of each position classification and are developed for each position.~~, and~~ They each include general statements of the duties, responsibilities, and qualifications necessary for that position. A job description will be developed for each position. Department heads will collaborate with the Department of Human Resources to ensure that ~~it is an~~job descriptions accurately reflection of that positions.

B. Like classifications will be grouped in terms of seven job factors:

1. Job Complexity
2. Education and Experience
3. Scope and Impact
4. Supervision Received
5. Working Relationships
6. Working Environment
7. Physical Demand

Each classification is determined by a system of point values developed during the analysis of each job.

C. It is the responsibility of the ~~D~~department head/~~ or~~ designee to maintain equitable and properly evaluated positions within his/her department. Newly created positions or major changes in the functions or responsibilities of an existing position shall be reported to the Director of Human Resources/~~ or~~ designee in order to initiate an evaluation study to establish a new position or to reclassify an existing position.

D. All position classifications and reclassifications must be approved by the County Executive/~~ or~~ designee prior to placement on a salary range.

E. Salary ranges consisting of a minimum, midpoint, and maximum salary will be established for each class of positions based on the County's policies~~ of the Board~~, as well as information about similar positions within the adopted market[1] and, where appropriate, compared with similar positions within the state.

[1] The County's adopted market is Augusta County, Buckingham County, Chesterfield County, Fauquier County, Fluvanna County, Greene County, Hanover County, James City County, Loudoun County, Louisa County, Madison County, Montgomery County, Nelson County, Orange County, Prince William County, Roanoke County,

Salary Administration and Position Classification (continued)

F. The Department of Human Resources will ensure that the plan is kept current through periodic reviews and comparative studies of pertinent factors affecting levels of pay. The Human Resources Department may recommend pilot programs designed to maintain comparable pay and classifications. The County Executive may authorize a pilot program for a period not to exceed one year.

G. Entrance Pay Rate – The entrance pay rate shall normally be the minimum rate in the pay range prescribed for the pay grade. When a prospective employee has relevant experience, education, and/or skill sets beyond position requirements that would warrant placement above the minimum rate, the Department of Human Resources will use established guidelines, internal equity, and market considerations to determine the employee's entrance pay rate.

   The County Executive is authorized to hire employees at any point within the salary range, based on market conditions and the qualifications of the individual.

H. Pay Rate Adjustment – The following personnel actions shall affect the pay status of an employee in the manner described. All pay rate adjustments must be approved by the Department of Human Resources prior to taking effect.

   1. Promotion – When an employee is selected and promoted to a position with a higher pay grade, the employee may receive a pay increase based upon consideration of established guidelines, internal equity considerations, market considerations, the level of variance from the employee's current pay grade, and where the employee's salary falls within the pay grade.

      Promotions can only occur if
      (a) There is a vacancy in the higher pay grade, ~~or~~
      (b) A new position in the higher class is approved ~~in the cycle for implementation in the next fiscal year,~~ ; or~~,~~
      (c) There is a duly approved career development program.

   2. Reassignment – Department heads may need to reassign staff to different positions to meet the department's needs ~~of the department~~. When an employee is reassigned to a position with a lower pay grade for administrative purposes, the employee's rate of pay shall not be decreased. If the rate of pay exceeds the new pay grade maximum, the employee's pay shall remain the same until the range changes as a result of subsequent market studies and/or reclassifications.

      When an employee is reassigned to a lower pay grade position and subsequently reassigned back to a higher pay grade position at or below the initial pay grade, the employee's pay rate increase shall be based upon consideration of established guidelines, internal equity considerations, market considerations, and other relevant factors.

Rockingham County, Spotsylvania County, Charlottesville, Chesapeake, Danville, Harrisonburg, Lynchburg, Roanoke, Staunton, Virginia Beach, Williamsburg, Martha Jefferson Hospital, U.Va. Health Systems, and the Albemarle County Service Authority.

Salary Administration and Position Classification (continued)

3. Reclassification – When an employee is reclassified into a higher pay grade, the employee may receive a pay rate increase. The increased amount will be based upon consideration of established guidelines that include the level of variance from the employee's current pay grade and where the employee's salary falls within the pay range. Market considerations may also be taken into account.

4. Demotion – When an employee is demoted from one class to another having a lower pay grade, the employee shall be placed within the lower range with consideration given to established guidelines, internal equity considerations, market considerations, and other relevant factors.

5. Voluntary Movement to a Position in a Lower Pay Grade – When an employee chooses to ~~apply for/~~move to a position in a lower pay grade, the employee may be subject to a reduction in pay rate, with consideration given to established guidelines, internal equity considerations, market considerations, and other relevant factors.

6. Movement to a Different Position in the Same Pay Grade – When an employee moves to a different position in the same pay grade, the employee's rate of pay generally will remain the same, exclusive of day and hour changes and participation in the Virginia Retirement System (VRS). Any adjustment in pay shall be based upon established guidelines, internal equity considerations, and other relevant factors.

7. Completion of First Six Months for Classified Employees – Upon successful completion of the first six (6) months of employment with the County, a regular employee~~s~~ will:

   i. If hired on or before November 1st of a fiscal year, receive a calculated salary increase effective concurrently with the salary increase for all regular classified employees for the next fiscal year. This prorated increase will include a performance-based increase if applicable.

   ii. If hired on or after November 2nd of a fiscal year, receive a calculated salary increase effective following the sixth (6th) month of employment or concurrently with the salary increase for all regular classified employees for the next fiscal year, whichever is later. This initial six (6) month salary increase will only be awarded for successful completion of the employee's initial employment period and would not be repeated for a change in position. However, if there is a break in service with the County, a re-hired employee would be eligible for another six (6) month increase.

~~8. Shift Differential – When an employee is assigned to work evening/midnight shifts, a pay differential will be paid as follows:~~

~~Evening: 4:00 p.m. – 12:00 a.m.: 4% of the pay grade's minimum salary for the position classification~~
~~Midnight: 12:00 a.m. – 8:00 a.m.: 5% of the pay grade's minimum salary for the position classification~~

Salary Administration and Position Classification (continued)

~~Employees must be assigned to a shift to be eligible for the differential. If an employee works a shift that encompasses day, evening or midnight shifts, the differential will be paid based on the majority of hours worked in the respective shift. If an employee is part-time, the shift differential will be prorated.~~

~~9.~~8. Certification Pay – When an employee is certified or licensed in a specific designated skill related to, but not required for the employee's position, the employee may receive additional compensation~~a salary stipend~~ in an amount to be determined by the Department of Human Resources. This ~~stipend~~ additional compensation would be in effect for the period ~~of time~~ that the licensure or certification is deemed compensable by the ~~D~~department head, with the agreement of the Department of Human Resources.

~~10.~~9. Temporary Work in a Higher Classification - Temporary assignments with a higher pay rate occur when the work requires the designation of an employee to a position with a higher ~~pay grade~~classification for at least 11 consecutive workdays by the ~~D~~department head/designee or County Executive/~~ or~~ designee. ~~and are~~This does not ~~intended to~~ apply to occasional assignments of supervisory or administrative responsibility. A regular employee assigned temporary work in a higher ~~pay grade position~~classification shall be paid the minimum rate of the higher classification, ~~(~~but no less than 5% above the employee's ~~regular~~ hourly rate~~)~~ for all such time worked if the assignment will ~~exceed 10~~be for at least 11 consecutive workdays.

~~11.~~10. In-Range Adjustment – When it can be substantiated that the salary of an employee is significantly below the average salary of the relevant market for the position, the employee's relevant education/skill set ~~of the employee~~ has substantially increased, or the scope of the employee's position has expanded considerably, an in-range equity adjustment may be granted. Requests for adjustments shall be submitted by the employee's ~~D~~department head to the Director of Human Resources/~~ or~~ designee, who will review the request based on the following factors: (1) an identification of the position's relevant market; (2) internal equity; (3) degree of position expansion; and (4) other considerations. The Director of Human Resources will use this information to make a recommendation to the County Executive/~~ or~~ designee, who shall have the sole authority to approve any adjustment to an employee's salary based on this process.

Adopted: July 1, 1993
Amended: September 13, 1993; June 19, 1995; July 8, 1996; December 8, 1997;~~,~~ September 3, 2008;~~,~~ May 3, 2017; March 1, 2019