

## RESOLUTION

**WHEREAS**, the Board of Supervisors has adopted County of Albemarle Personnel Policies pursuant to Albemarle County Code Section 2-1102; and

**WHEREAS**, the Board desires to amend Section P-60 regarding salary administration and position classification.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Supervisors of Albemarle County, Virginia, hereby amends Section P-60, Salary Administration and Position Classification, of the County of Albemarle Personnel Policies, as follows:

### **Section P-60 Salary Administration and Position Classification**

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

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

#### Procedure for Salary Administration and Position Classification

- A. ~~Job descriptions are detailed~~ Class specifications ~~are written descriptions of each position classification, and which~~ include general statements of the duties, responsibilities, and qualifications necessary for that position. A ~~job description-class specification~~ will be developed for each position, ~~and supervisors are~~ Department heads will collaborate with the Department of Human Resources to ensure that it is an accurate reflection of that position.
- B. Like classifications will be grouped in terms of ~~common elements~~ 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

~~This grouping will be determined by a system of point values arrived upon in the analysis of each job. Each classification is determined by a system of point values developed during the analysis of each job.~~

- C. It is the responsibility of the ~~department~~ 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. ~~Recommendations must be approved by the County Executive or his designee.~~

- E. Salary ranges consisting of a minimum, midpoint, and maximum salary will be established for each class of positions based on the policies of the Board, as well as information about similar positions within the community adopted market<sup>1</sup> and, where appropriate, compared with similar positions within the state.
- 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 class. When a prospective employee has relevant experience, and 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. following will be used as a guide for this placement:

Less than 12 months' relevant experience	Minimum Range
1 year to less than 3 years' relevant experience	≤5% Above Minimum
3 years to less than 5 years' relevant experience	≤10% Above Minimum
5 years to less than 7 years' relevant experience	≤15% Above Minimum
7 or more years' relevant experience	≤20% Above Minimum

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 from one class to another having to a position with a higher pay grade range and additional responsibilities, the employee may receive an pay increase of up to ten percent or that rate which would be granted to a newly hired employee as stated in paragraph G above with consideration given to internal equity and relevant experience. 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~~ There is a vacancy in the higher pay grade range or
  - (b) ~~additional~~ A new positions in the higher class are is approved in the budget cycle for implementation in the next fiscal year; or,
  - (c) There is a duly approved career development program.
2. Demotion – ~~When an employee is demoted from one class to another having a lower pay range, the employee shall be placed within the lower range with consideration given to internal equity and relevant experience.~~ Reassignment – Department heads

<sup>1</sup> 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, 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.

may need to reassign staff to different positions to meet the needs of the department.  
If When an employee is reassigned to a position with a lower pay grade for  
administrative purposes through no fault of the employee, his the employee's rate of  
pay shall remain the same. not be decreased. Only in such cases, if the employee's  
salary exceeds the maximum of the range, the rate of 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, to the  
extent that the employee's salary then matches falls inside the new range for his  
position/job classification.

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.

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.
- 4.5. Voluntary Movement to a Position in a Lower Pay grade Grade – When an employee  
chooses to apply for/move to/apply for a position in a lower pay grade, he or she the  
employee may be subject to a reduction in pay rate, with consideration given to  
established guidelines, based upon internal equity considerations, market  
considerations, and other relevant factors.
6. Reclassification – When an employee is reclassified from one range into a higher  
range, the employee will receive a pay rate increase. The increased amount will be  
based upon the factors identified in section b, as well as internal equity considerations  
and the level of variance from the current position.
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.
- 5.7. Completion of Probationary Period First Six Months for Classified Employees – Upon  
successful completion of their initial probationary periods the first six (6) months of  
employment with the County, a regular employees will:
  - i. If hired on or before November 1<sup>st</sup> of a fiscal year, receive a prorated calculated  
salary increase effective the following July 1<sup>st</sup>, earned by their participation in the  
regular merit evaluation cycle; or, 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 2<sup>nd</sup> of a fiscal year, receive a prorated calculated salary increase based on the budgeted new increase in the fiscal year, as outlined on the Exhibit which accompanies this policy. Probationary effective following the sixth (6<sup>th</sup>) 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 increases will only be awarded for successful completion of the employee's initial probationary employment period. Successful completion of subsequent probationary periods, as may be required in accordance with Policy P-23, will not result in subsequent probationary increases. 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.

6.8. 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 base salary the pay grade's minimum salary for the position classification  
Midnight: 12:00 a.m. – 8:00 a.m.: 5% of base salary the pay grade's minimum salary for the position classification

Employees must be assigned to a shift to be eligible for the differential. If an employee works a shift that encompasses ~~both daylight 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. 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 a salary stipend in an amount to be determined by the Department of Human Resources. This stipend would be in effect for the period of time that the licensure or certification is deemed compensable by the Department head, with the agreement of the Department of Human Resources.

10. Temporary work Work in a higher classification 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 by the Department head or County Executive or designee and are not intended to apply to occasional assignments of supervisory or administrative responsibility. All A regular employees who are assigned temporary work in a higher pay grade position shall be paid the minimum rate of the higher classification (but no less than 5% above their the employee's regular rate) for those hours of such assignment all such time worked if the assignment will exceeds ten (10) 10 consecutive work days.

~~These temporary assignments with higher pay may be made only in situations when the work requires the designation of an employee in the higher classification by the department head or County Executive/designee and are not intended to apply to occasional assignments of supervisory or administrative responsibility.~~

11. 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 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 ~~will~~ shall be submitted by the employee's supervisor to Human Resources Department head to the Director of Human Resources or designee, which 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 relevant 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

## EXHIBIT

### EXAMPLE OF PRORATED MERIT FOR NEW EMPLOYEES

Hire Date	End Probation	Merit Increase July 1 <sup>st</sup>	Date of Increase	Amount of Increase
<i>The following employee would participate in the regular evaluation cycle and receive an increase July 1:</i>				
July 1	December 31	12/12 x merit earned	July 1	\$600
August 1	January 31	11/12 x merit earned	July 1	\$550
September 1	February 28	10/12 x merit earned	July 1	\$500
October 1	March 31	9/12 x merit earned	July 1	\$450
November 1	April 30	8/12 x merit earned	July 1	\$400

*The following employee would not participate in the regular merit program, but would receive an increase based on the payout percentage*

December 1	May 31	7/12 x payout percentage	July 1	\$350
January 1	June 30	6/12 x payout percentage	July 1	\$300
February 1	July 31	5/12 x payout percentage	August 1	\$250
March 1	August 31	4/12 x payout percentage	September 1	\$200
April 1	September 30	3/12 x payout percentage	October 1	\$150
May 1	October 31	2/12 x payout percentage	November 1	\$100
June 1	November 30	1/12 x payout percentage	December 1	\$ 50

I, Claudette K. Borgersen, do hereby certify that the foregoing writing is a true, correct copy of a Resolution duly adopted by the Board of Supervisors of Albemarle County, Virginia, by a vote of \_\_\_\_ to \_\_\_\_, as recorded below, at a regular meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Clerk, Board of County Supervisors

	<u>Aye</u>	<u>Nay</u>
Mr. Dill	_____	_____
Ms. Mallek	_____	_____
Ms. McKeel	_____	_____
Ms. Palmer	_____	_____
Mr. Randolph	_____	_____
Mr. Sheffield	_____	_____