

80-3

**A RULE ESTABLISHING A CLASSIFIED PAY PLAN FOR THE COUNTY COMMISSION TAXING AUTHORITY; SETTING FORTH A SYSTEM OF RANGES AND STEPS AND PROVIDING A METHOD OF PROGRESSION BETWEEN RANGES AND STEPS; ESTABLISHING AN EFFECTIVE DATE**

**SECTION I.** There is hereby adopted for the County Commission Taxing Authority the following classified steps for members of the classified service in each taxing authority. (amended: 03/13/2003)

**SECTION II. Ranges.** The system of salary ranges shall run from the lowest pay range to the highest pay range. The Board of County Commissioners shall insert the dollar figure within these pay ranges and said dollar figure shall follow the system of progression from the low in pay range to the high in pay range. Amended: 11/12/2015

**SECTION III. Steps.** Each range in the classified pay plan shall have appropriate steps. The Board of County Commissioners shall have the sole responsibility to insert the dollar figures within these steps, providing that the dollar amounts shall follow the system of progression from the lowest step to the maximum step as approved by the Board of County Commissioners. Amended: 11/12/2015

**SECTION IV. Time Period Between Steps.** Classified employees shall be advanced from one step to the next highest step within each pay range as funds are available and budgeted by the Board of County Commissioners. The merit increase will be effective on the first full pay period of the new fiscal year as established by the Board of County Commissioners. The merit increases shall be automatic provided the employee has no annual evaluation in their personnel file since the date of the last increase, which is unsatisfactory. In the event there is an unsatisfactory evaluation or a disciplinary action, the increase shall not be granted without specific recommendation of the appointing authority and approval of the Human Resource Department. The withholding of merit increases for disciplinary reasons will be in accordance with Rule 80-8, Section I, B. amended: 11/12/2015

A. When a promotion is made from one classification to a higher classification, the employee shall receive an increase in salary to be determined by the appointing authority. The increase shall be a minimum of 2.5%, but shall not exceed the employee's current step in the new range. (amended: 11/10/2005)

B. An employee who voluntarily demotes to a lower classification will have their pay adjusted to the new range, based upon the employees' years of service. Adjustments based on years of service will not allow an employee to realize an increase in pay or to remain at the same rate of pay.

C. An employee who accepts, or is given, a lateral transfer will assume the new positions at his/her same range and step.

E. When an employee is on any type of leave without pay or Worker's Compensation, and the merit increase falls within this time, no merit increase shall be granted. Merit increases will be granted when the employee returns from leave, provided that one half of the work hours required have been fulfilled for that fiscal year. When less than one half of the required hours have been worked, the appointing authority may, and with the approval of the Human Resource Department, request in writing that the employee be granted the merit increase. Amended: 9/10/2015

F. **Upgrading of Position.** When a position within a department is recognized for an upgrade, the following will be the cause for such action: technological progression, a broader scope of responsibilities or the addition of qualifications (e.g. certifications, licenses, education). When the appointing authority requests, and the Human Resource Department approves, to upgrade a position, the incumbent employee, if applicable, shall receive an increase in salary to be determined by the appointing authority. The increase shall be a minimum of 2.5%, but shall not exceed the employee's current step in the new range. (amended: 11/10/2005)

G. **Downgrading of Position.** When the appointing authority requests to downgrade a position, a "Save-Pay" provision will ensure the incumbent employee does not experience a reduction in pay.

**SECTION V. System of Progression.** A system of progression will be followed by The Board of County Commissions in inserting dollar figures into the classified pay plan. The progression shall be approximately 5% between steps 1 through 6 and approximately 2.5% for each year thereafter through the maximum step.

**SECTION VI. Santa Rosa County Pay Scale.** The pay scale shall be made a part of this rule. These dollar figures in said form are recommendations only until approved or modified by the Board of County Commissioners.

**SECTION VII.** The effective date of this rule shall be July 1, 2002.