

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 for similar work, as determined by Human Resources.

Position Grades

EEOC Job Categories

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

Position Classification

The 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 reviewed annually.

Compensation

The budgeted amount for each County position is set by the Commissioners Court during the budget process.

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.
- 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.
- 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. ¹

2. Merit

An increase in pay based on job-related performance. A merit increase requires completion of an employee evaluation or documentation necessary to support the increase. 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). 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 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 30th of each fiscal year.
- Time spent while on an approved paid leave or active military duty is considered continuous service.

Appendix A

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