

ARTICLE 1.3: STEP PLACEMENT

SECTION 1.3.1: APPLICATION. This article shall only apply to those classifications that are identified as step classes, and shall not apply to placement within broadband classifications (see 1.4.15, Salary Advancement within Range for Designated CE, CEM, and MA Classes). Step placement shall not be made at a level below the minimum or above the maximum range for any classification.

(Amended 08/02/96, Ord. No. 8707)

(Amended 07/03/98, Ord. No. 8930)

(Amended 01/18/08, Ord. No. 9912)

SECTION 1.3.2: UPON INITIAL APPOINTMENT.

- (a) The normal entry step for all appointments shall be at Step 1 of the range prescribed for the class unless otherwise provided herein.
- (b) The Director may prescribe a normal entry step other than Step 1. When the Director so acts, and if funds are available, and if the Director has not found it to be unwarranted, commencing the effective date of such determination:
 - (1) All employees in the class paid at a step lower than the new normal entry step prescribed by the Director shall have their compensation raised to that step; and
 - (2) Each employee who has earned two or more step advancements within range for his/her present class as a result of at least one year's satisfactory service, and who is paid at a rate equal to or less than the new normal entry step, shall have his/her compensation raised to the step next above the new normal entry step. This provision shall not apply to an employee with less than three (3) months of service in his/her present class unless expressly authorized by the Director.

(Amended 01/18/08, Ord. No. 9912)

- (c) The Director may designate classes to which appointments may be made at any step of the range prescribed for the class. Designated classes shall be indicated by "Y" in the column headed "VARI ENTRY" in the Salary Schedule. Designated Variable Entry classes shall have step criteria approved by the Director.
 - (1) Appointing authorities may not make appointments at a step above

the normal entry step for such classes, unless approved by the Director. Appointments above the normal entry step shall take into consideration current job market conditions and available funds.

- (2) If an appointment is made above the normal entry step based on Variable Entry criteria, all employees in the class in the same department who were appointed at the normal entry step and whose qualifications would have merited their appointment to a step above the normal entry step shall advance on the first day of the next succeeding biweekly pay period to an appropriate higher step determined by the Director.

(Amended 01/18/08, Ord. No. 9912)
(Amended 06/17/11, Ord. No. 10153)

SECTION 1.3.3: SPECIAL CIRCUMSTANCES.

- (a) Employee Formerly Paid by Another Governmental Agency. Upon entry into County Service the following employees shall be paid at the step determined by the Director to be most appropriate in view of past service, seniority, leave privileges and other pertinent factors of past employment:
 - (1) A person previously serving under the direction of an appointing authority, although paid by another government agency;
 - (2) A person previously in the Unclassified Service or Court Service who enters the Classified or Executive Service with no substantial change in duties or responsibilities.
 - (3) A person employed by another governmental agency whose functions and positions are transferred to the Classified Service, who subsequently becomes an employee in the Classified or Executive Service with no substantial change in duties or responsibility.
- (b) Re-employment of Former Permanent Employees. Upon approval of the Director, a former employee who had obtained permanent status and resigned and, within three (3) years of the date of resignation, is certified and re-employed from the eligible list for the class held immediately prior to resignation, may be paid at a step higher than the normal entrance step but at no more than the step attained in the class in which the employee held permanent status at the time of resignation, or as authorized under the provisions of subsection (c) of Section 1.3.2, relating to variable entry classes.

- (c) Re-employment of Former Temporary Employee. The Director shall determine the salary step for a former employee upon re-entry into the County service, who, within the immediately preceding two-year period, served under any appointment other than a permanent appointment.
- (d) Reinstatement. An employee appointed from a reinstatement list after having been laid off shall be paid at the step (but in the current range for the class) at which paid when laid off, but in no event lower than the normal entry step for the class.

SECTION 1.3.4: SPECIAL CONDITIONS FOR STEP PLACEMENT FOR PROMOTIONS, TRANSFERS TO A DIFFERENT CLASS AT THE SAME SALARY RANGE, AND DEMOTIONS. Each of the following conditions apply to the entitlements established by Sections 1.3.5 (Promotion), 1.3.6 (Transfer), and 1.3.7 (Demotion):

- (a) The previous appointment must have been other than provisional or emergency.
- (b) The employee shall be placed at a step at least as high as if he/she were entering County Service in the different class.
- (c) The employee shall not receive compensation in excess of the maximum step established for the different class.

(Amended 01/18/08, Ord. No. 9912)

SECTION 1.3.5: PROMOTION.

- (a) "Promotion" means the appointment of an employee from one class to a different class for which the maximum salary step is higher than that of the former class.
- (b) The salary step of a promoted employee shall be set by equating the employee's current hourly rate with the same hourly rate in the new class and advancing one step. The employee shall be placed at the lowest step of the new class that provides for a minimum five percent (5%) increase.
- (c) If the new class does not contain an hourly rate that equals the employee's current hourly rate, and the next highest hourly rate is the highest step for the new class, the employee shall be advanced to the highest step for the new class.

(Amended 03/17/95, Ord. No. 8510)

SECTION 1.3.6: TRANSFER.

- (a) "Transfer" shall mean the movement of an employee where the employee's rate of pay does not change, but the employee is moving from either:
 - (1) One classification to another classification where the top of the salary ranges for both classifications are the same; or
 - (2) One department to another department within the same classification.
- (b) An employee moving from one position to another position within the same department (business unit) and the employee's classification is not changing, is not considered a transfer and shall be deemed to be a reassignment, with no change in compensation.
- (c) An employee placed on a transfer list pursuant to Civil Service Rule III, Section 3.2.6(a)(3) (Transfer List), who is subsequently appointed from the transfer list, is transferred and not promoted. The step shall be set at the step in the former class to which the employee would have advanced if the employee had remained in the former class.

(Amended 01/18/08, Ord. No. 9912)

SECTION 1.3.7: DEMOTION. "Demotion" means a change in appointment to a class having a lower top prescribed pay rate.

- (a) A demoted employee's step shall be set at the same step for the demoted class as for the former class, except that the step shall not be set lower than the normal entry step, or higher than the top step of the class into which the employee is demoting.
- (b) Where an employee who is currently in a broadband classification voluntarily demotes to a step classification, the employee's hourly rate shall be set at the closest step to, but not greater than, the base hourly rate held by the employee prior to demotion.
- (c) If the demotion is to the class in which the employee served immediately prior to being promoted, the demoted employee's step shall be set at the step held immediately prior to promotion.

- (d) Where an employee who is otherwise eligible for a disability retirement from the County, elects to take a demotion rather than a full disability retirement, the employee's step shall be set at the hourly rate closest to, but not greater than, the base hourly rate held by the employee prior to demotion.
- (e) Where an employee has received a letter of layoff and accepts a demotion rather than layoff, the employee's hourly rate shall be set to the closest hourly rate but not less than, the base hourly rate held by the employee prior to demotion.
- (f) If the Director determines that application of this section results in an inequitably low rate as compared to other employees in the same class, the Director may place such employee at the most equitable step.

(Amended 12/06/96, Ord. No. 8749)
(Amended 06/25/04, Ord. No. 9656)
(Amended 06/24/05, Ord. No. 9721)
(Amended 01/18/08, Ord. No. 9912)
(Amended 04/10/09, Ord. No. 9978)

SECTION 1.3.8: "Y" RATE. "Y" step means a rate of pay in excess of the top step for a class. Persons assigned a "Y" step shall remain at that rate of pay above the authorized range while they remain in that class, until that rate of pay comes within the salary range for that class.

(Amended 01/18/08, Ord. No. 9912)

SECTION 1.3.9: EQUITABLE ADJUSTMENT. Upon request of the appointing authority, if the Director determines that this Article 1.3 would result in the payment of an employee at an inequitable rate as compared to other employees in the same class or other comparable classes, the Director may adjust the salary of such employee to the step that the Director determines most equitable; provided, however, that the Director shall not do so contrary to the general intent and spirit of this section.

(Amended 08/21/92, Ord. No. 8132)