



DOUGLAS COUNTY GOVERNMENT  
POLICY FORM

SUBJECT COMPENSATION	POLICY NO. HR.3.06
TITLE POSITION CLASSIFICATION & PAY EQUITY	APPROVAL DATE 10/20/92
	REVISION/REVIEW DATE 1/12/99, 4/23/02, 8/15/18, 12/22/21

**PURPOSE:** To ensure proper classification of County positions within the Pay Plan, appropriate exemption status - per the Fair Labor Standards Act, and pay equity.

**DEPARTMENT RESPONSIBLE:** Human Resources

**DEPARTMENT(S) AFFECTED:** All

**POLICY:** Douglas County strives to be equitable and market competitive in our compensation practices. To support this effort, Human Resources conducts a Pay Plan analysis annually taking into consideration market rates of pay from comparable organizations, internal equity within the County and the County budget.

**CLASSIFICATIONS:** Proper classification of all County positions is an integral part of maintaining a competitive Pay Plan. Classification requests must be initiated at the time a new position is approved or when substantial changes have occurred to an existing position.

A classification must be requested by the Department Official (Elected Official or Department Head).

A classification request must be sent to the Human Resources Department to start the process.

Required information includes:

- the position to be reviewed
- incumbent in the position (if applicable)
- reason for the request, and
- the estimated budget impact of the recommended classification

A revised job description must be submitted to Human Resources if job duties, requirements, qualifications and/or conditions have changed. Human Resources may conduct a job audit to determine if current assigned job functions warrant a change in classification and/or pay grade.

Requests are generally processed in the order they are received. The Human Resources Department reserves 45 days from the date of receipt of the request to complete the classification review. The County Manager, or designee, has final approval on classifications and any related budget impacts.

Approved classifications will generally become effective at the beginning of the pay period in which they are approved.

**EQUITY ADJUSTMENTS:** To support pay equity within the County the Human Resources Department conducts a comprehensive pay equity analysis annually.

A Department Official may request a pay equity review for an employee when the purpose is to eliminate a justified market and/or internal pay equity issue.

Requests are generally processed in the order they are received. The HR Department reserves 45 days from the date of receipt of the request to complete the classification review. The County Manager, or designee, has final approval on classifications and any related budget impacts.

**PROMOTIONS:** A promotion is considered movement from one position to another of greater responsibility at a higher skill level and pay range. An employee must meet the minimum requirements as outlined in the job description to qualify for a promotional opportunity. A promotion may generally include up to a 10% increase in pay. Any increase over 10% must be reviewed by the Human Resources Director prior to making an offer.

**SALARY OFFERS:** Management and Human Resources should be in agreement prior to a salary offer for employment, to an internal or external candidate. Per Finance Policy - Elected Official and Department Director Latitude in Expending Approved Budgets, Department Officials have the authority to fill vacant positions if the change in salary does not exceed a 10% increase over the previous or current incumbent's salary. Anything in excess of 10%, OR if the position requires reclassification, must receive approval by the Human Resources Director. Any salary offer over mid-point in the hiring range must be reviewed by the Human Resources Director prior to making an offer.