

	<b>City of Cedar Park</b> <b>Human Resources Policy Manual</b>		
	<b>Classification and Pay Plans</b>		
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## **1.0 Policy**

The classification and pay plans provide an inventory of each position in the City and a description and specifications for each class of employment. The plans standardize titles, each of which is indicative of a range of duties and responsibilities and has the same meaning throughout the City.

## **2.0 Procedure/Rule**

### **2.1 Classification Plan.**

2.1.1 Composition of the Classification Plan. The classification plan shall consist of: (a) grouping in classes of positions, which are approximately equal in difficulty and responsibility, which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions; (b) class titles, descriptive of the work of the class, which identify the class; and (c) written specifications or essential functions for each class of positions.

2.1.2 Use of Classification Plan. The classification plan is to be used: (a) in assisting an employee or job applicant in understanding each job and the relationships among jobs; (b) in determining lines of promotion and in developing employee training programs; (c) in determining salary to be paid for various types of work; (d) in determining personnel costs in departmental budgets; and (e) in providing uniform job terminology understandable by employees and the general public.

2.1.3 Allocation of Positions. Whenever a new position is established, or duties of an old position change, a Department Head shall submit in writing a comprehensive Job Analysis Tool (JAT) detailing the duties of the position. The Human Resources Department shall review the actual or suggested duties and recommend to the City Manager the appropriate class allocation or the establishment of a new class. The City Manager then shall approve or modify such recommendations.

2.1.4 Reclassification of Positions. A reclassification is a reassignment of a position to a lower, higher, or different class (job title) based on current duties and responsibilities of the position. An employee whose position is reclassified upward does not automatically receive a pay increase. A downward reclassification may not always result in a decrease in pay unless the employee's rate of pay is outside the top of the salary range for the classification. A reclassification is initiated by either the Human Resources Director or by the Department Head and shall have ultimate approval by the City Manager or designee.

2.2 Pay Schedule. The pay schedule assigns dollar values to each job class, groups classes into pay groups, arrays pay groups on a pay schedule showing salary ranges for each group and sets forth procedures for administering the pay schedule.

Individual salary increases within a pay classification may be based on a variety of factors, including cost of living, performance, etc., and are dependent on budgeted funds.

2.2.1 Starting Pay Rate. An employee new to a position or classification shall normally be started at the entrance rate, unless the hiring Department Head provides justification for a higher starting rate and such rate is reviewed and approved by the Human Resources Director, taking into account the employee's experience, the shortage of applicants, internal salary relationships or internal equity.

2.2.2 Review of Pay Plan. Human Resources shall periodically review the factors affecting salary ranges and shall recommend to the City Manager or designee appropriate changes in the pay schedule. Recommended changes may include:

- Positions to be designated unclassified;
- Reclassification of positions to a lower, higher, or different class based on changes in the duties and responsibilities of the position;
- Reallocation of classes to new pay groups if changes in the prevailing rates of pay for certain pay classes have rendered the original placement in a pay group obsolete;
- Percentage changes in the entire pay schedule to adjust pay rates to be comparable with other organizations in the market or to recognize changes in the cost of living; and/or
- The continuing validity of the procedures for classification and pay administration.

- 2.2.3 A Department Head who believes changes are in order for pay ranges in his/her department should submit a recommendation to Human Resources.
- 2.2.4 Any change to the pay schedule should be included in the City's annual budget and shall be approved by the City Council prior to implementation. Any change to the pay schedule shall have an effective date.