

Salary Administration and Classification Plan



2010 - 2011
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Section 1 General Pay Plan

PROVISIONS FOR ADMINISTERING THE 2010-2011 PAY PLAN

Administration of the Pay Plan shall be in compliance with Sections 7 and 8 of the Rules and Regulations of the Personnel Board of Jefferson County.

I. GROSS COMPENSATION

All rates in the salary schedule represent gross compensation. Official payroll computations are based on the official schedule of rates shown in the pay rate table for each jurisdiction.

II. WORKING HOURS

All pay rates set out in the pay plan are for a standard forty (40) hour work week or some other minimum number of hours established by resolution of a jurisdiction as constituting full time. Work being performed in excess of the standard work week shall be recognized in accordance with the provisions of Rule 13.11 of the Personnel Board's Rules and Regulations.

III. SALARY RANGES

1. Each classification is allocated to a specified pay grade in the pay plan with a minimum and maximum rate and such intermediate steps as may be set for the respective classification. The minimum rate shall be designated as step 1 (or 2 for skilled trades), with such intermediate steps numbered consecutively, up to the maximum rate. Movement from step to step in the range shall be allowed for full-time and part-time regular employees after the completion of one year of satisfactory service.
2. Step 2 (or 3 for skilled trades) through Step 4 in the pay range shall be utilized for appointees who exceed the minimum qualifications for education or experience, with approval of the Appointing Authority. Appointments above the 4th step must be approved by the Personnel Board.

IV. SALARY INCREASES

Employees shall be eligible for salary increases after one full year of service and at such time a jurisdiction, by resolution of its governing body, adopts a Cost of Living Increase (COLA) consistent with the *Enabling Act* of the State of Alabama. The granting of step increases in any particular year shall be at the discretion of the respective Appointing Authorities.

V. TRAINEE POSITIONS

For certain classes of work whereby the formalized training period is of an unusual nature or duration, the Director of Personnel may designate such position as a "Trainee" position. The specific pay step, length of training period and advancement in pay will be determined by the Director of Personnel after consultation with the Appointing Authority and shall be consistent with a written plan on file with the Personnel Board. A trainee period shall be for less than one year. Trainees who successfully complete the training program must apply for and be certified to a hiring department in order to be hired into a regular classification within the Merit System.

VI. NEW RECRUITS (PUBLIC SAFETY)

New recruits possessing a high school education or G.E.D. certificate entering the Police or Fire Service shall be compensated at the Step 1 of the pay grade established for the class of Police Officer, Deputy Sheriff, and Firefighter. Eligibility for an increase to Step 2 shall occur following successful completion of certification requirements (typically on or about six months of service)*. A new Police Officer/Sheriff Deputy recruit who is APOST certified (or its equivalent as recognized by the State of Alabama) or a new Firefighter recruit who has a Firefighter I/II Certification is eligible to be appointed at Step 2 or above, consistent with Section 8.2 of the Rules and Regulations.

* Verbiage change for clarification 05/15/2010.

VII. FAIR LABOR STANDARDS ACT COMPLIANCE

It shall be the responsibility of each jurisdiction to determine whether a position is subject to the provisions of the Fair Labor Standards Act (FLSA). If a position is subject to the FLSA, the employee occupying the position shall be compensated in compliance with the FLSA for work performed in excess of the normal work week.

VIII. LONGEVITY PAY

For those jurisdictions exercising the option to adopt the salary continuation plan, the following regulations may apply:

1. Longevity payment shall be based on total, uninterrupted service within a jurisdiction, unless inclusion of an authorized leave of absence has been specifically approved by the Director of Personnel.
2. Payments shall be made as a lump sum after completion of the appropriate service year.
3. Computation for payment shall be based on 1) the equivalent annual pay step of the employee and shall be arrived at by multiplying the amount of the pay step by the appropriate percentage factor, or 2) a flat rate that is based on years of service. This will depend on the policy of an individual jurisdiction.
4. The first payment is to be made after the appropriate number of years of service, usually after five (5) years of uninterrupted service; however, this is based on jurisdiction policy. This is calculated to offer the employee a sufficient lump sum to induce him/her to remain in service. It also avoids the payment for salary continuation to casual and short-term personnel.
5. The salary continuation payment shall only be applied to regular full-time employment.
6. Amendments or variations of the salary continuation plan must be submitted in writing by the Appointing Authority and approved by the Director of Personnel.

IX. PREMIUM/INCENTIVE PAY PROGRAMS

The Personnel Board has determined that eligible employees may be paid up to a three-step increase above the regular rate of pay as premium pay. Each step approximates 5%. No employee shall receive more than a three-step pay increase or 15% above the regular rate of pay. It is the responsibility of appointing authorities to assure that employees who receive premium pay for renewable certification, registration, or licensure maintain current credentialing, including required C.E.U.'s.

Public Safety Classifications

1. Education and Incentive Program
 - A. Sworn personnel in the Police, Sheriff or Fire Departments (except Police or Fire Chiefs) who have completed sixty-four (64) semester hours, ninety-six (96) quarter hours or an Associate's Degree in an accredited college program area deemed acceptable by the Department Head and the Director of Personnel may be eligible for a one-step pay increase or 5% above his or her regular pay step.
 - B. Sworn personnel in the Police, Sheriff or Fire Departments (except Police or Fire Chiefs) who have completed a B.A. or B.S. Degree Program from an accredited four-year college in a curriculum area deemed appropriate and acceptable by the Department Head and the Director of Personnel may be eligible for a two-step pay increase or 10% increase above his or her regular pay step. Sworn personnel receiving this premium are not eligible to receive an educational premium for completing 64 semester hours, 96 quarter hours or an Associate's Degree.
 - C. The sworn personnel must have achieved a minimum "C" average in his/her completed course work to be eligible for the incentive pay premium.
 - D. When computing total credit hours, no credit may be given for required remedial courses.
 - E. All educational pay increases must be recommended and approved by the Appointing Authority. Sworn personnel must submit a certified copy of the college transcript to the appropriate Appointing Authority and to the Personnel Board.
2. Law enforcement officers (Police Officer or Sheriff Deputy) regularly assigned to a bomb squad, methamphetamine lab investigations, or complex investigations may be paid one-step or 5% above the regular rate of pay. Premiums for assignment to methamphetamine lab investigations, complex investigations, and the bomb squad cannot be combined for purposes of additional premium pay. NOTE: A Police Sergeant or Sheriff Sergeant is eligible for the methamphetamine lab premium, but is not eligible for bomb squad and complex investigations premium.
3. Law enforcement officers (Police Officer or Sheriff Deputy) regularly assigned to a two-wheel motorcycle may be paid a one-step premium or 5% above the regular rate of pay.
4. Law enforcement officers (Police Officer or Sheriff Deputy) who are regularly assigned as Field Training Officers or Corporals may be paid a one step premium or 5% above the regular rate of pay.
5. Deputy Sheriffs or Police Officers assigned to conduct complex investigations in the Criminal, Youth Services, Vice and Narcotics, or Evidence Collection Division(s) may be paid a one-step premium or 5% above the regular rate of pay.
6. Deputy Sheriffs and Sheriff Sergeants assigned to the Emergency Response Team (E.R.T.) may be paid a one-step premium or 5% above the regular rate of pay.
7. A Firefighter who possesses a Hazardous Materials Specialist Certification and is regularly assigned to the Hazardous Materials Unit of the Fire Department may be paid a two-step premium or 10% above the regular rate of pay.
8. A Firefighter who possesses an Emergency Medical Technician I or II Certification, who is regularly assigned to the rescue unit, maintains a State Department of Public Health EMT License and is credentialed as defined by the Alabama Department of Public Health, may be paid a one-step premium or 5% above the regular rate of pay.
9. A Firefighter who possesses an Emergency Medical Technician (EMT) III Certification, who is regularly assigned to the rescue unit, maintains a State Department of Public Health EMT License

and is credentialed as defined by the Alabama Department of Public Health, may be paid a two-step premium or 10% above the regular rate of pay.

10. A Firefighter, not regularly assigned to the rescue unit, who possesses an Emergency Medical Technician (EMT) III Certification, maintains a State Department of Public Health EMT License, and is credentialed as defined by the Alabama Department of Public Health and is not receiving educational incentive pay may be eligible for a one-step premium or 5% increase above his/her regular pay step.
11. A Lieutenant, Captain, or Battalion Chief assigned to an administrative staff position (40-hour shift) within a fire department may be paid a one-step premium or 5% above the regular rate of pay. Listed below are the positions that are eligible for administrative assignment premium pay:

- Administrative Services Bureau
- Arson Bureau
- Chief of Airport
- Chief of EMS
- Chief of Training
- EMS Administrative Office
- Fire Marshal
- Fire Prevention
- Fire Prevention Bureau
- Logistics Bureau
- Public Education
- Safety Bureau
- Safety Bureau
- Training Bureau

Automotive Classifications

1. Automotive Service Excellence (ASE) Certification Education and Incentive Program
 - A. Automotive Technicians, Equipment Service Writers, Auto Shop Supervisors, Equipment Structural Mechanics, Auto/Heavy Equipment Shop Supervisors and Automotive Shop Operations Superintendents who possess and maintain the Automotive Service Excellence (ASE) Certification administered by the National Institute for Automotive Service Excellence in each of the areas indicated below may be eligible for a one-step premium or 5% above the regular step pay:

Cars

Automatic Transmission/Transaxle	Brakes
Electrical Systems	Engine Performance
Engine Repair	Heating and Air Conditioning
Manual Drive Train and Axles	Suspensions and Steering

Trucks

Brakes	Diesel Engines
Drive Train	Electrical Systems
Heating and Air Conditioning	Suspension and Steering

- B. All educational pay increases must be recommended and approved by the Appointing Authority. The Automotive Technician, Equipment Service Writer, Auto Shop Supervisor, Equipment Structural Mechanic, Auto/Heavy Equipment Shop Supervisor, or Automotive Shop Operations Superintendent must submit an original ASE certificate to the appropriate Appointing Authority.

- C. Automotive Technicians, Equipment Service Writers, Auto Shop Supervisors, Equipment Structural Mechanics, Auto/Heavy Equipment Shop Supervisors and Automotive Shop Operations Superintendents who have possessed and maintained the Automotive Service Excellence (ASE) Certification for more than one year may be eligible for a two-step premium or 10% above the regular step pay. Employees receiving this premium are not eligible for the premium pay increase outlined in A. above.

Miscellaneous Premium Pay Descriptions

- I. Health Department Cost Center Directors who assume responsibilities of an additional department, program and/or function may be eligible for a one-step premium or 5% above the regular step pay.
- II. Wastewater Treatment Plant Operators who possess and maintain the Class IV certification from the Alabama Department of Environmental Management (ADEM) may be eligible for a one-step premium or 5% above the regular rate of pay. Additionally, Water Utility Service Helpers, Water Utility Service Workers, Senior Water Utility Service Workers, Water Utility Inspectors, Water Distribution Supervisors, and Water Utility Service Supervisors who possess and maintain an ADEM Grade Certification appropriate to a particular water distribution system may be eligible for a one-step premium or 5% above the regular rate of pay.
- III. An employee who has completed a Doctorate Degree Program from an accredited college in a curriculum area deemed appropriate and acceptable by the Department Head and the Director of Personnel may be eligible for a one-step premium or 5% above his or her regular pay step. The Doctorate Degree must reflect current market practices for the discipline in which the premium pay is requested.
- IV. An employee assigned to lead a mid-level project(s) for a limited duration; the duties of this position are assigned by the Appointing Authority, Manager, or Department Head may be paid a two-step premium or 10% above the regular rate of pay subject to the following conditions:
 - 1. Request for assignment pay must be made by an Appointing Authority stating the nature and duration of the assignment.
 - 2. Assignment must be temporary and vital.
- V. An employee assigned to lead a high-level, multi-faceted project(s) of a managerial nature for an extended duration; and, the duties of this position are assigned by the appointing authority, manager, or department head may be paid a three-step premium or 15% above the regular rate of pay subject to the following conditions:
 - 1. Request for assignment pay must be made by an Appointing Authority stating the nature and duration of the assignment.
 - 2. Assignment must be temporary and vital.

Section 2 Medical Pay Plan

I. Students

- 1. Nursing students who have been officially accepted into an approved nursing school and have completed one clinical course may be hired at step 1 of the Nursing Technician classification with no eligibility for shift, weekend or specialty area pay. A graduate from an approved School of Nursing may be paid at step 10 of the Nursing Technician classification for up to six months pending receipt of his/her license from the Alabama Board of Nursing.

2. Students completing the following courses of study who have not had the opportunity to take the required certification examination may be employed at the beginning rate of pay for the appropriate classification for up to one-year pending the passing of their certification examination.

Respiratory Therapy Technicians
 Histology Technicians
 Medical Technologists
 Diagnostic Imaging Technologists
 Medical Laboratory Technicians
 Pharmacy Technicians

II. Pay for Experience

1. New Registered Nurses may be employed according to the following schedule upon verification of creditable years of service by the hiring agency.

<u>Years of experience</u>	<u>Steps (10 step range)</u>
2-4	4
4-6	5
6-8	6
8-10	7
10-12	8
12-above	9

2. New Licensed Practical Nurses may be employed according to the following schedule upon verification of creditable years of service by the hiring agency.

<u>Years of experience</u>	<u>Steps (10 step range)</u>
2-4	4
4-6	5
6-8	6
8-10	7
10-12	8
12-above	9

III. Education and Incentive Program

1. Registered Nurses who have completed an accredited Bachelor's Degree Program in Nursing may be eligible for a one-step premium or 5% pay increase above his/her regular pay step.

If a Bachelor's Degree in Nursing is obtained following employment as a Registered Nurse, the employee may be eligible for a one-step premium or 5% pay increase, up to maximum of step 10; this change will establish a new merit increase date.

2. Registered Nurses who have completed a Master's Degree from an accredited Nursing Program may be eligible for a two-step premium or 10% increase above his/her regular pay rate.
3. Registered Nurses who have prior creditable Licensed Practical Nurse (LPN) experience may be given credit for up to a maximum of a two-step premium or 10% pay adjustment.
4. Nursing Students who sign contracts to work for Jefferson County may be allowed to receive

\$1,500.00 per year for the last two (2) years of Nursing School for Bachelor Degree Nurses or one (1) year for Associate Degree Nurses. Nurses will be obligated to work for one of the three County medical facilities for two (2) years for each year of nursing school sponsored.

5. Nurses and other ancillary personnel are eligible to participate in Jefferson County's tuition reimbursement program.

IV. Medical Plan Premiums

1. The following classifications may receive a weekend pay premium for each full hour worked between 7 a.m. Saturday till 7 a.m. on Monday:

<u>CLASSIFICATION</u>	<u>RATE PER HOUR</u>
Cardiac Monitor Technician	\$.35
Charge Nurse	\$1.00
Clinical Pharmacist	\$1.00
Diagnostic Imaging Technologist	\$1.00
Electrocardiographic Technician	\$.35
License Practical Nurse	\$1.00
Medical Clerk	\$.35
Medical Laboratory Technician	\$1.00
Medical Technologist	\$1.00
Medical Technologist Shift Supervisor	\$1.00
Nursing Assistant	\$.35
Patient Care Technician	\$.35
Pharmacist	\$1.00
Physical Therapist	\$1.00
Respiratory Therapy Technician	\$1.00
Staff Nurse/Public Health Nurse	\$1.00
Surgical Technician	\$.35
Special Care Unit Aide	\$.35
Special Imaging Technologist	\$1.00

2. Staff Nurses or Public Health Nurses who assume supervisory responsibility when filling in for a Charge Nurse or higher rated nursing position on a temporary basis in excess of eight (8) hours may receive a one-step or 5% pay differential.
3. Licensed Practical Nurses who supervise Nursing Assistants on an assigned shift may receive a one-step or 5% pay differential.
4. Staff Nurses and Licensed Practical Nurses who act as a preceptor on an assigned shift may receive a one-step or 5% pay differential.
5. Staff Nurses, Charge Nurses and Licensed Practical Nurses permanently assigned to the following specialty areas may be allowed a one-step or 5% pay differential:

Emergency Room	Intensive Care
Labor and Delivery	Recovery
Surgery	
6. An employee may be eligible for premium pay of one-step or 5% when the following conditions exist:
 - A. Appointment of a Respiratory Therapy Technician certified by the National Board of Respiratory Care (NBRC).
 - B. A Respiratory Therapy Technician obtains certification by the National Board of Respiratory

Care (NBRC).

- C. Appointment of a Medical Laboratory Technician certified by the American Society of Clinical Pathologist (ASCP).
 - D. A Medical Laboratory Technician obtains certification by the American Society of Clinical Pathologist (ASCP).
 - E. Diagnostic Imaging Technologist assigned to work in the CT Scan on an on-call basis may receive a one-step premium or 5% pay differential for those hours worked.
 - F. Pharmacy Technicians who obtain or possess a current designation of Certified Pharmacy Technician (CPhT) from the Pharmacy Technician Certification Board.
- 7. Staff Nurses and Licensed Practical Nurses who are willing to work overtime to provide coverage in understaffed units may be paid a premium in accordance with a plan approved by the Personnel Board for such period as required to stabilize staffing.
 - 8. A Department Head or Manager regularly assigned to manage multiple units (Cooper Green Hospital Only) may be paid a two-step or 10% premium pay.
 - 9. An LPN trained in and performing MDS (Minimum Data Sets) duties for Jefferson Rehabilitation and Health Center may be paid a two-step or 10% premium pay (Premium Code 26).

V. Shift Differential Pay

Eight-hour shifts which begin during these hours will have the following shift designations:

Evening	3:00 p.m. to 11:00 p.m.
Night	11:00 p.m. to 7:00 a.m.

The shift differential payments will be added to the employee base rate of pay and should not be included in the calculation of the annual salary for merit adjustments. Medical personnel and support staff assigned to work rotating shifts, evening and night shifts in a medical facility, may be paid a flat rate differential as outlined below and on the following page.

Professional Positions

<u>Classification</u>	<u>Evening</u>	<u>Night</u>
Charge Nurse	3.25	4.25
Clinical Nurse Practitioner	1.85	2.50
Clinical Pharmacist	3.25	5.50
Diagnostic Imaging Technologist	1.50	2.00
Licensed Practical Nurse	1.50	1.50
Medical Laboratory Technician	1.25	1.50
Medical Technologist	2.25	2.75
Medical Technologist Shift Supervisor	1.50	2.00
Pharmacist	3.25	5.50
Public Health Nurse	1.85	2.50
Respiratory Therapy Assistant	.35	.35
Respiratory Therapist	1.60	2.10
Senior Radiological Technologist	.75	1.00
Staff Nurse	3.25	4.25
Special Imaging Technologist	1.75	2.25

Clerical and Non-Professional Positions

<u>Classification</u>	<u>Evening</u>	<u>Night</u>
Accounting Assistant I	.35	.35
Accounting Assistant II	.35	.35
Administrative Assistant I	.35	.35
Administrative Assistant II	.35	.35
Administrative Assistant III	.35	.35
Cardiac Monitor Technician	.40	.40
Central Supply Technician	.50	.50
Communications Operator	.50	.50
Computer Operator	.35	.35
Housekeeping Assistant	.50	.50
Laboratory Assistant	.35	.35
Medical Clerk	.50	.50
Medical Transcriber	.35	.35
Nursing Assistant	.75	.75
Nutrition Assistant	.35	.35
Patient Care Technician	.75	.75
Pharmacy Technician	.75	.75
Security Officer	.35	.35
Senior Housekeeping Assistant	.35	.35
Senior Housekeeping Supervisor	.35	.35
Special Care Unit Aide	.35	.35
Surgical Technician	.70	.70

VI. Flexible Scheduling Options

1. The Baylor Plan - Two (2) twelve (12) hour week-end shifts to be paid at one hundred and fifty percent (150%) of base rate. This plan is available for Staff Nurses and Licensed Practical Nurses only. These positions are not eligible for any benefits except in those cases where a permanent employee chooses the Baylor Plan, then that employee would be eligible to participate in the County's Pension Program.

2. The 7-days-on-7-days off Plan - Seven (7) eight (8) hour shifts to be paid at base rate only for the first forty (40) hours worked and one hundred fifty percent (150%) of base rate for the next sixteen (16) hours worked. This plan to be available for the following classes:

Clinical Pharmacist	Diagnostic Imaging Technologist
Histology Technician	Licensed Practical Nurse
Medical Laboratory Technician	Medical Technologist
Pharmacist	Physical Therapist
Physical Therapy Assistant	Registered Nurse
Respiratory Therapy Technician	

3. The three (3) 12-Hour-Shifts Plan - Three (3) twelve (12) hour shifts per week with the addition that one 8 hour shift be worked during the 2 week pay period allowing for 80 hours of paid time.

4. The four (4) 10-Hour Shifts Plan - This plan allows for eight (8) work days in a two (2) week period for eighty (80) hours of paid time.

VII. Flexipool

This plan allows Registered Nurses, Licensed Practical Nurses, Pharmacists and/or Clinical Pharmacists to be paid a base rate (to include experience level placement) plus twenty five percent (25%). These positions are not eligible for any benefits but would receive shift differential if required to work a 3-11 or 11-7 shift. A minimum of two years experience for Flexipool Registered and Licensed Practical Nurses and Pharmacists is required. Employees must be available to work at least one shift per pay period in order to participate.

VIII. SIGN-ON AND REFERRAL BONUS

1. A sign-on bonus program may apply to Registered Nurses and Licensed Practical Nurses recruited to hire staff for sections that have a 25% vacancy rate in a particular class based on budgeted lines. Such sign-on bonus shall be made in accordance with the stipulations of a plan approved by the Board and subject to contract agreement that requires repayment of the money if the individual leaves within the first year.
2. A referral bonus program may apply to current employees when referring an applicant who accepts a full-time Registered Nurse or Licensed Practical Nurse position in accordance with the stipulations of a plan approved by the Board.

Section 3 Classifications by Job Family

Classifications by job family are located on the website, www.pbjcal.org, under Departments > Compensation > Class Report.