2020 Salary Administration Guide & Pay Plan

As approved at the regularly scheduled Personnel Board Meeting Tuesday, August 11, 2020

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Director Personnel Board of Jefferson County
This document provides administrative guidance on the application of salary policies within the Merit System of Jefferson County, Alabama. Administration of this Pay Plan shall be in compliance with the Enabling Act of the State of Alabama and Rule 7 and Rule 8 of the Rules and Regulations of the Personnel Board of Jefferson County. The Pay Plan is not intended in any way to circumvent, substitute and/or replace any of the requirements of the Enabling Act as executed through the Rules and Regulations of the Personnel Board and to the extent there is a direct conflict, the Enabling Act shall prevail.
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Section 1: General Pay Plan

I. SALARY SCHEDULES

Salary Schedules for each agency are created by the Personnel Board based on resolutions from each agency’s governing body setting forth any applicable adjustments. All rates in the salary schedules represent gross compensation. Official payroll computations are based on the approved salary schedules.

II. WORKING HOURS

Pay rates in the base salary schedules are for a standard forty (40) hour work week (2080 annual hours). Firefighter pay rates are based on the number of hours firefighters work in any particular agency as established by resolution of the agency’s governing body and are calculated by dividing the annual salary established in the base schedule for the assigned grade by this average number of hours. 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. The above notwithstanding, agencies may, by resolution of their governing bodies, establish the definition of “full-time” as some minimum number of hours other than forty (40).

III. SALARY RANGES

1. Each job class is assigned to a specified grade in the pay plan with a minimum and maximum pay rate and such intermediate steps as may be set for the respective class. The minimum rate shall be designated as step 1, with such intermediate steps numbered consecutively, up to the maximum rate designated as Step 10. 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. In accordance with Personnel Board Rule 8.2, Appointing Authorities may approve an appointment up to Step 4 or, for existing Merit System employees, up to a step in the applicable Pay Grade that is no more than 10% above the Classified employee’s current rate of pay, based on the candidate’s education and experience. Appointments above these aforementioned thresholds must be approved by the Personnel Board.

IV. STEP INCREASES/COST OF LIVING ADJUSTMENTS

Employees may be eligible for a step increase upon their annual merit increase date after one full year of service. The granting of step increases in any particular year shall be at the discretion of the Appointing Authority.
V. **NEW RECRUITS (PUBLIC SAFETY)**

New recruits entering the Police or Fire Service shall be compensated at Step 1 of the pay grade established for the class of Police Officer, Deputy Sheriff, Firefighter unless otherwise eligible for premium pay pursuant to this pay plan. 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/Deputy Sheriff recruit who is APOST certified or a new Firefighter/Firefighter Paramedic recruit who has a Firefighter I/II Certification (or the equivalent as recognized by the State of Alabama) is eligible to be appointed at Step 2 or above, contingent on the approvals outline in Section III-2 above, consistent with Section 8.2 of the Rules and Regulations.

VI. **FAIR LABOR STANDARDS ACT COMPLIANCE**

It shall be the responsibility of each agency to determine whether a position is subject to the provisions of the Fair Labor Standards Act (FLSA) and to administer pay accordingly.

VII. **LONGEVITY PAY**

For those agencies exercising the option to adopt continuation longevity pay plan, the following regulations apply:

1. Longevity pay may only be established through a duly established resolution through each agency’s governing body setting forth any applicable criteria for application.

2. Longevity payment shall be based on total, uninterrupted service within an agency, unless inclusion of an authorized leave of absence has been specifically approved by the Director of Personnel.

3. Longevity payments shall be made as a lump sum after completion of the appropriate service year as outlined within the established agency resolution.

4. Computation for longevity payment shall be based on either (a) 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 (b) a flat rate that is based on years of service. This will depend on the policy of an individual agency.

4. Longevity pay shall only be applied to regular full-time employment.

6. Amendments or variations of an agency’s longevity pay plan must be made through duly established resolution and submitted to and approved by the Personnel Board Director.
VIII. PREMIUM/INCENTIVE PAY PROGRAMS

Eligible employees may be paid up to a three step increase above the regular rate of pay as premium pay. Each premium pay step approximates 5%. No employee shall receive more than a three step pay increase or approximately 15% above the regular rate of pay. It is the responsibility of Appointing Authorities to assure that employees who receive premium pay for renewable certifications, registration, or licensure maintain current credentialing, including required C.E.U.’s. Premium pay is specific to the job class and/or position. Any change to an employee’s assigned job class, position held, or employing agency (e.g., promotion to a new job, reassignment of duties upon which premium is based, or transfer from one agency to another) will end the premium pay and a new request to the Personnel Board will be required for the premium to be considered for approval and allocated to the employee. It is the responsibility of the Appointing Authority to notify the Personnel Board if there are changes to the duties assigned to the employee’s position that was the basis of premium pay approval.

Premium pay may be awarded by an agency at the discretion of an Appointing Authority and approval by the Personnel Board, but it is not mandatory that a premium be provided pursuant to this Pay Plan. If premium pay is awarded by an agency, it must be applied consistently within a given job class for similarly situated positions, or pursuant to an approved Resolution for an agency. Premium pay may only be administered based on established premium pay definitions (also referred to as premium pay codes). The premium pay codes, their definitions, their applicability to given jobs, and any criteria that must be met for approval of application of the given premium pay code are presented below. Note that some premium pay codes may be applied to positions in any job class, whereas other premium pay codes are only applicable to certain sets of job classes within defined job categories. Regardless of the defined job class, premium pay codes may only be applied to positions for which the established rationale or criteria for the premium pay is applicable to the given position (or employee occupying the position). All premium pay must be approved by the Appointing Authority and the Director of the Personnel Board prior to the effective date. Premium pay codes may not be combined for a given employee to exceed a three step pay increase.

Premium Pay Applicable to All Job Classes

A. Lead Worker (Premium Code #01) – one step
   An employee regularly assigned as a “lead worker” may be eligible for one step above the regular pay step. A lead worker is assigned responsibilities by an Appointing Authority or Department Head to lead one or more employees who are in the same or closely related job class. Typically, the lead worker performs the duties of the other workers in the group or otherwise performs closely associated work, but performs additional administrative or quasi-supervisory duties, such as assigning work, monitoring work quality, scheduling, maintaining pay records, and training employees. Supervisory responsibilities are incidental
to the normal duties performed. Request must be made by an Appointing Authority to the Personnel Board documenting the justification and outlining the nature and duration of the assignment. **NOTE:** This premium cannot be applied to job classes where lead or supervisory responsibility is already outlined in the classification specification.

B. **Minor-Level Project Lead (Premium Code #28) – one step**
An employee who, for a defined duration, is assigned to lead a minor-level project(s) or function(s) beyond his or her normal job scope, may be eligible for one step above the regular pay step. The duties must be temporary and vital and assigned by the Appointing Authority, Manager, or Department Head. Request must be made by an Appointing Authority to the Personnel Board documenting the justification and outlining the nature and duration of the assignment.

C. **Mid-Level Project Lead (Premium Code #26) – two steps**
An employee who, for a defined duration, is assigned to lead a mid-level project(s) or function(s) beyond his or her normal job scope, may be eligible for two steps above the regular pay step. The duties must be temporary and vital and assigned by the Appointing Authority, Manager, or Department Head. Request must be made by an Appointing Authority to the Personnel Board documenting the justification and outlining the nature and duration of the assignment.

D. **High-Level Project Lead (Premium Code #90) – three steps**
An employee who, for a defined duration, is assigned to lead a high-level, multi-faceted project(s) of a managerial nature or who assumes responsibility for the management of a large or complex department(s), program(s), or function(s) beyond his or her normal job scope, may be eligible for three steps above the regular pay step. The duties must be temporary and vital and assigned by the Appointing Authority, Manager, or Department Head. Request must be made by an Appointing Authority to the Personnel Board documenting the justification and outlining the nature and duration of the assignment.

E. **Professional Certification (Premium Code #27) – one step**
An employee who possesses a certification directly related to his or her profession may be eligible for one step above the regular pay step. The maximum premium allowed under this premium is one step, regardless of the number of certifications an employee possesses or obtains. The professional certification cannot be included as a compensable factor of the job and must:
- Be directly related to the responsibilities and duties of the position held by the employee. This relationship should be thoroughly documented in the premium pay request submission.
- Be issued by a professional organization or oversight body that is considered within the field to be the industry standard.
- Require recipients to take and pass a test to demonstrate acquisition of the
targeted knowledge and/or skills.
• Require continuing educational hours be performed for maintenance of the certification.
• Provide knowledge and/or skill above and beyond the minimum qualifications for the job.

F. Managing Multiple Units (Premium Code #30) – two steps
A Department Head or Manager regularly assigned to manage multiple units may be eligible for two steps above the regular pay step. Request must be made by an Appointing Authority to the Personnel Board documenting the justification and outlining the departments managed and the duration of the assignment.

G. Educational Degree Premium Pay (Premium Code #06 – one step; Premium Code #21 – two steps; Premium Code #31 – three steps)

NOTE: Eligible employees may only receive one of the educational degree premiums; the premiums may not be combined.

An employee may be eligible for premium pay based on the possession of an educational degree. Education premium pay is designed to provide the opportunity to allocate additional pay to employees who have attained a college degree that is beyond any degree for which a job is compensated. Depending on the assigned job class, applicable degrees for premium pay may include an Associate’s Degree, Bachelor’s Degree, or Graduate Degree (Master’s, Juris Doctorate, or Ph.D.). In order to be eligible for education premium pay, the degree possessed must be:
• From an accredited college as indicated by the Council for Higher Education Accreditation (CHEA) attained with a minimum grade point average equivalent to a “C” or higher.¹
• Verified by submission of an official copy of the college transcript to the appropriate Appointing Authority and to the Personnel Board.
• Beyond (i.e., higher level) any degree factored into the compensation for the given job. The compensable qualifications from the job description indicate the educational degree level at which the position is compensated.
• Directly related to the responsibilities and duties of the position held by the employee, unless a Resolution is on file with the Personnel Board stating differently as described in the last paragraph of Section G. It is the responsibility of the Appointing Authority to submit any supporting documentation of the relationship between the degree major and the duties

¹ To be eligible for premium pay, a degree/coursework must be from a college or university accredited by an accrediting body recognized by the Council of Higher Education Accreditation (CHEA). Technical/vocational coursework must be taken at a school recognized by the Alabama and/or U.S. Department of Education. Refer to the CHEA website or the U.S. Department of Education website for accreditation information, http://www.chea.org or https://www.ed.gov/accreditation. For a list of approved nursing programs, refer to the Alabama Board of Nursing website, www.abn.state.al.us
of the job (or position).

Educational degree premium pay may be one step, two steps or three steps depending on the degree possessed as compared to any educational degrees factored into the compensation of the job (i.e., the established pay grade). For the purposes of premium pay determinations, educational degrees are grouped into one of the following categories:

- Associate’s degree or equivalent (i.e., completed 60 semester hours of college level coursework, with at least 18 of those credit hours directly related to the job)
- Bachelor’s degree
- Graduate/Professional degree (e.g., MBA, Juris Doctorate, Ph.D.)

The amount of premium pay allowable for a given job depends on the degree level, if any, used to establish the pay grade for the job (see Table 1). The job description (available at http://www.pbjcal.org/employment/descriptions.aspx) presents the degree-level, if any, used to establish the pay grade for the job under the section “Compensable Factors.”

Table 1. Application of Premium Pay for Degree based on Compensable Factors of the Job

<table>
<thead>
<tr>
<th>Degree Compensated in Job’s Pay Grade (Compensable Factor)</th>
<th>Eligible Premium Based on Degree Possessed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Associate’s</td>
</tr>
<tr>
<td>No degree</td>
<td>One step</td>
</tr>
<tr>
<td>Associate’s</td>
<td>No premium</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>No premium</td>
</tr>
<tr>
<td>Graduate/Professional</td>
<td>No premium</td>
</tr>
</tbody>
</table>

*NOTE:* The level of degree considered a “Compensable Factor” for the job determines the level of premium, if any, allowable for a possessed degree. The compensable factors for a job can be found on the job description for the given class located on the Personnel Board’s website.

*NOTE:* A doctoral-level degree may be eligible for a one step (5%) increase above the regular pay step, subject to the requirements outlined in this section, within a job class compensated at the Master’s degree level.

Any job class may be eligible for educational degree premium pay so long as the requirements outlined above are met and the educational degree premium pay request is approved by the Appointing Authority and the Director of the Personnel Board. However, the Appointing Authority has the discretion to determine the job class(es) for which educational premium pay requests will be considered by the agency. In other words, an Appointing Authority may elect to pay educational premium for all job classes or he/she may elect to provide premium to a specific
job class or group of jobs based on the needs of the agency.

In order for educational premium pay to be approved by the Director of the Personnel Board, the degree major area of study must be determined by the Director to be related to the job (or position) held. However, the Appointing Authority has the discretion to waive the condition requiring an educational degree to be job-related. In other words, an Appointing Authority may elect to pay educational premium for all areas of study.

Should the Appointing Authority decide to limit the job classes that are eligible or waive the condition requiring the education to be job-related, the Governing Body will pass a resolution so indicating. The resolution should indicate that educational premium pay may be applied within the given agency irrespective to the major area of study and specify the job classes to which the resolution will apply. Such a resolution must be submitted to and approved by the Personnel Board in order to take effect for the given agency.

### Premium Pay Applicable to Public Safety Job Classes

**H. Hazardous Materials (Fire) (Premium Code #4) – one step**

Fire personnel possessing a Hazardous Materials Technician Certification and regularly assigned to the Hazardous Materials Unit may be paid one step above the regular rate of pay.

**I. Methamphetamine/Clandestine Lab (Law Enforcement) (Premium Code #3 or 20)**

Law enforcement officers (Police Officer, Police Sergeant, Sheriff Deputy, and Sheriff Sergeant) regularly assigned to methamphetamine lab investigations who possess an OSHA certification as a Hazardous Materials Technician/Basic Clandestine Lab Safety Course may be paid one step above the regular rate of pay.

**J. Assigned Rescue Unit (Fire) (Premium Code #5) – one step**

Fire personnel (excluding those in the job class of Firefighter or Firefighter Paramedic) who are regularly assigned to a rescue may be eligible for one step above the regular pay step. Firefighters and Firefighter Paramedics are not eligible due to the assignment to a rescue unit being a job requirement. NOTE: Assistant Fire Chiefs, Deputy Fire Chiefs and Fire Chiefs are not eligible.

**K. Tactical and Specialty Assignment (Law Enforcement) (Premium Code #8) – one step**

Police Officers and Sheriff’s Deputies in the rank of Sergeant and below who are

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2 Section 12 of the Enabling Act states “Changes in the salary schedule on one class or a number of classes less than all may also be made by order or resolution of a governing body as follows: A certified copy of such order or resolution shall be filed with the Personnel Board, and unless the said resolution or order be disapproved by said Personnel Board within thirty days after the date of filing of such certified copy the same shall be valid and operative according to its terms.”
regularly assigned to any of the following may be eligible for one step above the regular pay step:

- Special Weapons and Tactics unit (SWAT)
- Two-wheeled motorcycle
- Complex Investigations (criminal, evidence collection or detective functions)
- Jail Corrections Emergency Response Team (CERT/ERT)
- Highway Interdiction
- Vice/Narcotics
- Bomb/Explosives

**NOTE:** Premiums for assignment cannot be combined for purposes of additional premium pay under Premium Code 8.

L. **Paramedic (Fire) (Premium Code #9) – one step**

   Fire personnel (excluding those in the job class of Firefighter or Firefighter Paramedic) who possess a Paramedic Certification and are registered to the National Registry of Emergency Medical Technicians may be eligible for one step above the regular pay step.

M. **Field Training Officer or Corporal (Law Enforcement)(Premium Code #12) – one step**

   Law enforcement officers (Police Officer or Deputy Sheriff) who are regularly assigned as Field Training Officers or Corporals may be eligible for one step above the regular pay step.

N. **Administrative Assignment (Fire) (Premium Code #16) – one step**

   A Fire Lieutenant, Captain, or Battalion Chief assigned to an administrative staff position (40-hour shift) within a fire department may be eligible for one step above the regular pay step.

O. **Precinct Commander (Law Enforcement) (Premium Code #29) – one step**

   Police Captains designated as Precinct Commanders may be eligible for one step above the regular pay step.

P. **English & Spanish Proficiency (Law Enforcement and Fire) (Premium Code #62) – one step**

   An employee who is a native English speaker (or achieved an English speaking proficiency equivalent to that of a native speaker) and has proficiency in Spanish at or above Interagency Language Roundtable (ILR) scale S-2 (limited working proficiency) may be eligible for one step above the regular pay step. This premium is not available to employees occupying job classes in which being bilingual in English and Spanish is a minimum qualification.
Q.  **Honor Guard (Sheriff) (Premium Code #64) – one step**

Deputy Sheriffs, Sheriff’s Sergeant and Sheriff’s Lieutenant assigned to the Honor Guard may be eligible for one step above the regular pay step. The Honor Guard will be comprised of no more than twenty members and one supervisor, who is either a Sergeant or a Lieutenant.

### Premium Pay Applicable to Automotive Job Classes

NOTE: For ASE premium, either one step or two steps may be granted depending on the certification. Premiums may not be combined.

R. **Automotive Service Excellence (ASE) (Premium Code #15) – one step**

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 ASE Certification administered by the National Institute for Automotive Service Excellence in each of the areas indicated below may be eligible for one step above the regular pay step:

- **Automobiles**
  - Automatic Transmission/Transaxle
  - Electrical Systems
  - Engine Repair
  - Manual Drive Train and Axles

- **Trucks**
  - Brakes
  - Diesel Engines
  - Drive Train
  - Electrical Systems
  - Heating and Air Conditioning
  - Engine Performance
  - Heating and Air Conditioning
  - Suspensions and Steering

S. **Automotive Service Excellence (ASE) More than 1 Year (Premium Code #25) – two steps**

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 two steps above the regular pay step. NOTE: Employees receiving this premium are not also eligible for the premium pay outlined in premium “Q” above.

### Premium Pay Applicable to Environmental Services Job Classes

NOTE: For ADEM premium, either one step or two steps may be granted depending on the certification. Premiums may not be combined.
T. **Alabama Dept of Environmental Management (ADEM) (Premium Code #17) – one step**

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 Alabama Department of Environmental Management (ADEM) Grade I or II Certification may be eligible for one step above the regular pay step.

U. **Alabama Dept of Environmental Management (ADEM) (Premium Code #39) – two steps**

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 Alabama Department of Environmental Management (ADEM) Grade III or IV Certification may be eligible for two steps above the regular pay step.

V. **Shift Differential (Premium Code #60) – one step**

Specified Water Reclamation Facility employees working second shift, third shift and/or weekends may be eligible for one step above the regular pay step.

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**Section 2  Job Descriptions**

Job descriptions are located on the website, [www.pbiscal.org](http://www.pbiscal.org), under Departments > Classification & Compensation > Job Descriptions.

**Section 3  Salary Schedules**

Salary schedules and rate sheets by agency are located on the website, [www.pbiscal.org](http://www.pbiscal.org), under Departments > Classification & Compensation > Salary Schedules.