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AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Discussion and possible action to outline procedures for administering the FY 2014 salary pool to County Employees.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
ACTION-MISCELLANEOUS	September 24, 2013	N/A

LINE ITEM NUMBER
N/A

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A **AUDITOR REVIEW:** N/A

REQUESTED BY	SPONSOR	CO-SPONSOR
Baen/Tuttle	COBB	N/A

SUMMARY

FILED: 09 24 13
HAYS COUNTY COMMISSIONERS' COURT
Resolution # 28344 VOL V PG 247



Human Resources

111 E. San Antonio St. Ste. 201
San Marcos, TX 78666
Phone: 512-393-2213 Fax: 512-393-2227
www.co.hays.tx.us

September 24, 2013

Commissioners Court:

Below are the recommendations of the Auditor, Treasurer and HR office regarding allocation of merit pool dollars. These recommendations are based on past best practice.

How the pool is calculated for each department head:

1. Department salary pools are calculated by listing all filled positions as of August 31, 2013 and their corresponding annual salary.

(Stated differently, this also means: Vacant positions in the department as of August 31, 2013 will not be included for pool calculation. Newly created positions as of 10/1/13 will not be included for pool calculation. Employees re-graded as of 10/1/13 are eligible based on their 8/31/13 salary.)

2. Department Salaries will be totaled and 4% will be applied, creating the Salary Increase Pool.
3. The Salary Increase Pool spreadsheet will be distributed via excel spreadsheet to the department heads.

How the pool is distributed within each department:

4. While most awards are dated with an effective date of 10/1/, the department head may feel it appropriate for a variety of reasons, to withhold or set aside an increase until a later date (PIP, not employed 6 months, wait and see approach, etc).
5. If the increase is awarded any time after October 1, the amount awarded must be annualized so as to not spend more that would have been allocated for year two.
6. While the salary ranges will be adjusted by 2%, this will not automatically increase every employee by the same amount. All increases are determined by the department head and are not automatic.
7. Employees in the department hired on or after April 1, 2013 will be listed for pool calculation but are not eligible for more than a 2% increase until after 6 months of employment. This option is provided to you in case you employ an individual hired after April 1, 2013, and hire a new employee after October 1, 2013 in the same grade and don't feel the new hire should be earning more than the FY 2013 hire.
8. In accordance with best pay practices, should you decide not to give at least 2% to employees who are at the minimum of the grade on our current pay chart, you must provide justification as to your decision. This can be added as a notation on your excel spreadsheet.

9. A performance review must be received in Human Resources on each employee receiving a salary increase.
10. The overall performance rating must be Acceptable or greater to receive a salary increase.
11. If an employee is rated 'Needs Improvement' or 'Unsatisfactory' they may be eligible for an award after performance has improved to Acceptable or above levels through submitted documentation of a PIP or interim performance review.
12. An employee who is at the maximum of their respective range may receive a Lump Sum award.
13. Once a salary increase is distributed, and that employee leaves the county at any time, their respective increase amount may not be re-distributed.
14. Extension Agent supplements and District Court Reporters are eligible for the 4% pool.
15. County Court at Law Judges, District Judges and Temporary employees are not eligible for the 4% pool.

How to submit your information:

- As a convenience, (especially to departments with numerous employees) the Treasurer's office will accept the signed spreadsheet reflecting any salary changes contingent on your signature showing on each page. This will prevent having to fill out payroll change forms on each employee
- Please turn in the completed electronic and signed spreadsheets to the HR office no later than October 2.