

151 – SALARY ADMINISTRATION FOR CLASSIFIED EMPLOYEES

A. Step System

The Court System uses a time-based step-rate system for classified employee compensation. A time-based step-rate pay system is based on longevity in the job and satisfactory performance.

B. Hiring Salary

1. New Employees

All classified employees new to the Court System must start at step one of the entry level of the classification series, unless prior written approval is granted by the Chief Justice pursuant to the following procedures.

- a. The position must be advertised and recruited at step one.
- b. If one of the below conditions has been met, the appointing authority may seek approval for a higher salary prior to making an offer of employment, by certifying to the Human Resource Director that no candidate can be recruited at step one.
 - (1) An insufficient number of applications are received; or
 - (2) After interviewing the candidates, none of the candidates who are sufficiently qualified to be offered the position after being interviewed will accept the position at step one.
- c. The Human Resource Director will review the position with the appointing authority and prepare a report and recommendation for the Personnel Policy Board.
- d. The chair of the Personnel Policy Board must call an expedited meeting to review the report and recommendations and will forward a recommendation of the board to the Chief Justice.
- e. The Chief Justice will make a final decision on the recommendation.

2. Rehired Employees

- a. A classified employee who has left employment with the Court System who is rehired may be given credit for prior experience with the Court System if the experience is commensurate with the new position.
- b. A rehired employee may be placed on an introductory period and on successful completion of the employee's introductory period may be eligible for a one step increase.

3. Temporary or Contract Positions

An individual in a temporary or contract position, whose duties were the same as the classified position, will be given credit for the service in the temporary or contract position when determining the starting step in the pay grade. The service in the temporary or contract position may apply toward the introductory period, anniversary date increases, and career ladder advancements.

C. Introductory Period

Classified employees who successfully complete their introductory periods are eligible for a one step increase.

D. Anniversary Date

1. Classified employees are eligible to receive a step increase on the employee's odd year anniversary date of entry into a pay grade if the employee's performance is determined to be satisfactory.

a. A step increase after the introductory period is considered an odd year increase.

b. An employee who is promoted or position reclassified who enters the new pay grade above step one, will be eligible for a step increase after two years of service in the new pay grade.

2. The employee's salary will only be adjusted once the Director of Finance is notified by the appointing authority that the employee's performance is satisfactory.

3. An employee whose performance is not satisfactory must be given a corrective action plan as explained in the Corrective Action policy. The corrective action plan will specify the reason performance is not satisfactory and the actions required to bring performance up to expectations.

a. The corrective action plan must be given to the employee at least 30 days in advance of the employee's anniversary date unless there is a serious, unexpected change in behavior or discovery of past behavior that merits a lesser time for notice.

b. On completion of the time allotted in the corrective action plan, the employee will be notified if the step increase will be granted or because performance remains unsatisfactory, the step increase is forfeited for the current anniversary date.

E. Career Ladder Advancement

1. A career ladder advancement is advancement to a higher position within a series and a higher pay grade. It is advancement from an entry level position to a full performance position.

2. The following positions are considered a career ladder series which are positions eligible for career ladder advancements:

| Career Ladder Series | | |
|---------------------------|---|----------------------------|
| Juvenile Court Officer I | → | Juvenile Court Officer II |
| Network Analyst I | → | Network Analyst II |
| Network Analyst II | → | Network Analyst III |
| Programmer Analyst I | → | Programmer Analyst II |
| Programmer Analyst II | → | Programmer Analyst III |
| Business Analyst I | → | Business Analyst II |
| Business Analyst II | → | Business Analyst III |
| Technology Coordinator I | → | Technology Coordinator II |
| Technology Coordinator II | → | Technology Coordinator III |

3. The recommendation that an employee is qualified for a career ladder advancement will be made by the appointing authority in the offer letter, which requires the appointing authority to certify the employee has performed satisfactorily at the entry level and meets the minimum qualifications of the level to be advanced to.
4. An employee who receives a career ladder advancement will receive a salary increase to the step in the new pay grade which represents at least a 5% increase or an increase to the minimum of the new pay grade, whichever is greater.

F. Promotion

1. A promotion is the movement to a position in a higher pay grade.
2. The recommendation that an employee is qualified for a promotion will be made by the appointing authority through the online applicant tracking system, which requires the appointing authority to certify the employee meets the minimum qualifications of the classification to be promoted to.
3. A classified employee who is promoted will receive a salary increase to the step in the new pay grade which represents at least a 5% increase or an increase to the minimum of the new pay grade, whichever is greater.

G. Lateral Transfer

1. A lateral transfer is a transfer from one classification to another within the same pay grade.
2. The recommendation that an employee is qualified for a lateral transfer will be made by the appointing authority through the online applicant tracking system, which requires the appointing authority to certify the employee meets the minimum qualifications of the classification to be transferred to.
3. No pay adjustment will be granted for a lateral transfer.

H. Reclassification

1. A reclassification is the movement of a classified position to a higher or lower position because of substantial and permanent change in duties.
2. A classified employee who is reclassified to a higher pay grade will receive a salary increase to the step in the new pay grade which represents at least a 5% increase or an increase to the minimum of the new pay grade, whichever is greater. If the reclassification is downward, the employee's salary will not be reduced below the present level.

I. Pay Grade Adjustment

1. Market Adjustment

- a. If a classification is adjusted due to market conditions, all employees within that classification will have their salary adjusted to the minimum of the new pay range.
- b. The Personnel Policy Board may recommend adjustments to individual salaries within the new pay range based on an employee's previous step in the adjusted pay grade.

2. Relative Value Classification Adjustment

If a classification is adjusted because of a determination that the relative value of the classification requires adjustment, all employees within that classification will have their salary adjusted to at least the minimum of the new pay range.

J. Temporary Adjustments

For an interim appointment of more than sixty days, an administrative unit appointing authority may recommend to the State Court Administrator or an appointing authority for the Supreme Court may recommend to the Chief Justice that the salary of an employee be increased up to two steps for the interim period.

K. Professional Certifications

For an employee who achieves and maintains a nationally recognized professional certification, an appointing authority may request approval by the Chief Justice for a one step increase if the following criteria are met.

1. The professional certification is required due to an organizational need or other requirement.
2. It can be determined that a nationally recognized professional certification is required or necessary to ensure minimum standards of quality and performance for new or additional duties being assigned to a position.
3. The requisite certification is governed by a nationally recognized professional organization.

4. The professional certification is generally required prior to the performance of the work.
5. Extensive training and testing are necessary to achieve the professional certification.
6. Maintaining the certification requires continuing education and training as determined by the professional organization governing the certification process.

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