

# 2025 Salary Administration Guide & Pay Plan

**FOR BOARD REVIEW** - January 10, 2025

This *2025 Salary Administration Guide & Pay Plan* was revised and adopted by the Personnel Board on **DATE**. This document provides administrative guidance on the application of salary policies within the Merit System of Jefferson County, Alabama. Administration of the *Pay Plan* is compliant with the *Act No. 248, H. 580, of the Alabama Legislature of 1945* (hereafter, the *Enabling Act*) and Rule 7 and Rule 8 of the *Rules and Regulations of the Personnel Board of Jefferson County* (hereafter, the *Rules and Regulations*). 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*, and to the extent there is a direct conflict, the *Enabling Act* shall prevail. It shall be the responsibility of each Merit System agency to ensure that any elements of its pay and salary conform with all other applicable state and federal laws. This document is subject to change (as approved by the Three Member Board) in accordance with Rules 8.3 of the *Rules and Regulations*.

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# Section 1: General Pay Plan

## I. OVERVIEW

The Personnel Board Classification and Compensation Department is responsible for maintaining a compensation program, on behalf of the Personnel Board Director, to be used by all Agencies within the Merit System, that includes a *Classification Plan* and *Pay Plan* as set forth in Rules 7 and 8 of the *Rules and Regulations*. In accordance with Section 12 of the *Enabling Act*, the Pay Plan and Salary Schedule should contain necessary pay rates and premium rates and allow for salary advancement. The compensation program should attract and retain employees through competitive elements that align with budgets, the corresponding job-market, and internal equity, and should ensure that pay reflects the worth of a job, that similar jobs receive similar pay, and allow Merit System agencies to compensate more qualified/experienced people with appropriate wages.

## II. SALARY SCHEDULES

Salary Schedules for each Merit System 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. In accordance with Rule 8.4 of the *Rules and Regulations*, salary schedules may be adjusted in whole, as with a COLA (Cost of Living Adjustment), or in part, as with a separate salary schedule (e.g., a Public Safety Salary Schedule) for a defined job class or a number of job classes.

## III. WORKING HOURS

Pay rates in the base salary schedules are established using a standard, full-time 40-hour work week (2080 annual hours). If an agency desires to establish a work schedule that defines full-time as other than 40 hours per week (2080 hours annually), the work schedule must be established by resolution of the governing body and submitted to the Personnel Board. Firefighter pay rates are based on the number of annual hours full-time 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 annual 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 *Rules and Regulations*. Any adjustment to the number of annual hours worked by

firefighting personnel must be adopted through resolution of the governing body and provided to the Personnel Board and shall serve as the basis for a re-calculated schedule for such personnel.

#### IV. SALARY RANGES AND STARTING PAY RATE

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 may be allowed by the Appointing Authority for full-time and part-time regular employees after the completion of each year of satisfactory service until the maximum step in the range is reached.
2. In accordance with Rule 8.2 of the *Rules and Regulations*, the Appointing Authority 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. Appointments above these aforementioned thresholds are based on the candidate's education and experience, a lack of candidates or a former satisfactory employee is being reemployed in the job class they previously held and must be approved by the Personnel Board.

As outlined in Rule 8.2(a)1 of the *Rules and Regulations* appointments into job classes requiring state certification or licensure (e.g., appointments of new recruits entering the Police or Fire Service) may, at the discretion of the Appointing Authority, be made up to Step 4 of the pay grade established for the class to which the appointment is being made; however, no advanced step appointment may be made unless the individual is fully certified as required by the state and eligible for an advanced step as outlined in Rule 8.2(b).

Individuals who possess the state required certification or license may be appointed consistent with the paragraph above.

Where applicable, an Appointing Authority may include premium pay pursuant to this pay plan for those eligible.

#### V. PAY GRADES AND PAY GRADE CHANGES

1. As new jobs are created by the Personnel Board, they are graded using both internal and external (market) equity as deemed appropriate by the Personnel Board.

2. The Personnel Board regularly reviews pay grades of existing job classes using both internal and external (market) data to ensure the appropriateness of the established grade. Changes may be made to the pay grade of a job(s) based on the data gathered along with other legitimate and appropriate factors related to the recruitment and retention of Merit System employees. An off-cycle review of the pay grade for a job class may be requested by the Appointing Authority by submitting the request in writing, along with information to support the justification for the request, to the Personnel Board for consideration. The Personnel Board will review any submitted request by considering the supplied justification for the request, the time since the last review of the pay grade, and/or any other legitimate factor(s) and provide a response indicating whether the requested pay grade evaluation will be conducted.
3. In the event a job grade for a job class is increased, the Appointing Authority will have the option to implement the changes using one of the methods listed below. It is important to note that the Appointing Authority must apply a consistent approach across all positions within the affected job class(es):

- A. Maintain the existing rate of pay upon implementation

This method of implementation allows a pay grade increase to be implemented with no *immediate* change to the pay rate of existing employees, with the noted exception in the paragraph below. In this implementation method, the pay grade will increase while the employee's pay step will be adjusted to the step in the new pay grade equivalent to the rate of pay currently received (e.g., an employee at a grade 20, step 8, whose job is upgraded to a grade 22, would be placed at a step 6 of the new grade). In this case, the employee's merit date will not change.

Under this implementation method, any employee whose current rate of pay is below the minimum pay step of the new pay grade must have his or her pay increased to the minimum pay step (i.e., step 1) of the new pay grade. In such instances, the employee's merit date will change to the date of the pay increase.

Under this implementation method, the Appointing Authority *may*, at his or her discretion, grant a one-step (5%) increase to employees who are at the maximum step (i.e., step 10) at the time of implementation and who had not received a merit increase within one year of the grade change. Granting such an increase will result in a change to the employee's merit date to the effective date of the grade change and step increase.

B. Maintain the existing pay step upon implementation

This method of implementation will result in the maximum *immediate* (i.e., upon the effective date of the grade change) increase to an employee's rate of pay. Upon implementation, the employee is moved to the new pay grade at the same step he or she currently holds (e.g., an employee at a grade 20, step 8, whose job is upgraded to a grade 22, will be placed at a step 8 of grade 22). Under this option, the employee's merit date will not change.

C. Adjust the pay rate above the existing rate of pay (Option A) but below the existing step (Option B)

This method of implementation allows for an *immediate* (i.e., upon the effective date of the grade change) increase to an employee's rate of pay, but at a rate lower than Option B above. This implementation method allows the grade change to be implemented with an increase to an employee's existing rate of pay, but at a pay rate less than the rate associated with maintaining the same step (Option B) in the new pay grade (e.g., an employee at a grade 20, step 8, whose job is upgraded to a grade 22, may be moved to a step 7 of a grade 22). The rate of adjustment must be consistently applied across all employees in the affected job class(es). Under this option, the employee's merit date will not change.

If an agency selects this method of implementation, any employee whose rate of pay would be below the minimum pay step of the new pay grade with the level of increase applied, must have his or her pay increased to the minimum pay step (i.e., step 1) of the new pay grade. In such instances, the employee's merit date will change to the date of the pay increase.

VI. STEP ADJUSTMENTS

1. Merit Increase

Employees may be eligible for a step increase upon their annual merit increase date after one full year of service in accordance with Rule 8.2c of the Rules and Regulations. The granting of step increases in any particular year shall be at the discretion of the Appointing Authority.

2. Other Step Adjustments

A step adjustment for an employee may be requested by an Appointing Authority in certain instances where such adjustment is necessary for appropriate and effective business operations. The Personnel Board will review the following step adjustments for compliance with the *Enabling Act*. It shall be the responsibility of the Merit System agency to ensure compliance with other applicable state and federal laws.

A. Retention Step Adjustment

A retention step adjustment is a step increase not otherwise covered by other salary administration policies that may be necessary in cases of key employee retention issues related to a critical position and/or unusual labor market conditions. Retention step adjustments are not permissible where the intent or result would violate or circumvent the provisions of other salary administration policies or rules. A retention step adjustment must be requested in writing by the Appointing Authority and approved by the Personnel Board prior to implementation. Approval of such an increase will result in a change to the employee's merit date to the effective date of the retention step increase.

For a retention step adjustment request to be considered for approval by the Personnel Board, the Appointing Authority must have an established policy related to retention step adjustments on file with the Personnel Board and the retention step adjustment request must be accompanied by written justification addressing the criteria listed below.

- There is a bona fide written job offer from an employer outside the agency.
- The duties performed by the employee are highly critical to agency or program mission accomplishment; and the knowledge, skills and abilities required of an incumbent are clearly identified as difficult to recruit or the occupational group has a critical labor market shortage.
- Assurance that the use of other established management alternatives is not feasible to retain the employee (e.g., realignment of duties; allocation of additional equipment or other resources; commitment to professional development needs; or other actions meeting mutually perceived needs that are not currently available, but are perceived by the employee as being better satisfied by the external job offer).
- Performance of the employee is at a level that meets or exceeds expectations and the employee's education and experience level is



reasonably sufficient to warrant the requested step.

#### B. Equity Step Adjustment

An equity step adjustment is a step increase made for the purpose of establishing or maintaining pay equity within the Merit System agency. At times, certain factors may create potential inequity among employees in the agency within an established job class prompting a need to request a step adjustment for certain employees or groups of employees. While an exhaustive listing of the circumstances that may drive the need for such a request is difficult, examples of such situations may include:

- Competitive market pressures or forces lead to newer employees being paid at a step equivalent or higher than more tenured employees.
- Government regulations (e.g., changes to minimum wage law).
- Pay rate for a managing employee is lower than pay rate for a direct report(s).

An equity step adjustment must be requested in writing by the Appointing Authority and approved by the Personnel Board prior to implementation. Each request for an equity pay adjustment must be supported by a written justification that includes a review and analysis of the salary relationships between the subject employee(s) and other agency employees who receive salaries under the same job class and perform the same type and level of work. The written submission must justify the need for an equity adjustment. The Personnel Board will review responsive requests and, where appropriate, approve the step adjustment. Approval of such an adjustment will result in a change to the employee's merit date to the effective date of the equity adjustment step increase.

#### C. Corrective Step Adjustment

In rare instances, an employee's pay step may require adjustment stemming from an error in the processing of the employee's pay step and rate. In such instances, a corrective step adjustment may be appropriate to correct the error. A request for a corrective step adjustment must be made in writing by the Appointing Authority to the Personnel Board and must outline the circumstances surrounding the request. The Personnel Board will review the request and, if appropriate based on the rationale provided, provide approval of the adjustment. In some instances where corrective step adjustments are approved, backpay may be required to correct any past pay discrepancies.

## VII. 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.

## VIII. PAY ENHANCEMENTS/PAY INCENTIVES

This section outlines various pay enhancements and incentives that may be used at the discretion of a Merit System agency to attract, retain, and reward employees for their contributions to the agency. The outlined options may be used to serve legitimate business purposes, such as improving employee recruitment and retention. Implementation of any pay incentive under this section must be authorized by the appropriate governing body and submitted to the Personnel Board for review. The Personnel Board will review any submission for compliance with the *Enabling Act*. It shall be the responsibility of the Merit System agency to ensure compliance with any other applicable state and federal laws.

### 1. Longevity Pay

Longevity pay is generally defined as a payment to employees within established job classes based on length of continuous service paid in addition to the employee's regular salary. Longevity pay is not required. Longevity payment shall be based on total years of service as defined/established by the employing agency. If an employing agency wishes to provide longevity pay, the agency must set forth any applicable criteria for application of the longevity pay authorized by the agency's governing body and submit it in writing to the Personnel Board for review *prior* to implementation. The longevity pay should clearly establish the job class(es) for which the longevity pay will apply, the amount of the longevity pay for defined total service years, the date of payment, and any other criteria that must be met by employees to receive the longevity pay. The amount of the longevity payment may be based on either a percentage(s) of the employee annual salary rate or a defined flat rate(s) according to years of service. The payment should be issued as a check, issued separately from the employees' normal payroll check.

### 2. Retention Payment

A retention payment is generally defined as an established payment (either one time or paid out through a series of payments over a defined period of time) provided to employees who maintain employment for a defined period(s) that is intended to encourage the retention of employees in a target job class(es).

Retention payments are not required. If an employing agency wishes to provide a retention bonus, the agency must set forth any applicable criteria for application of the retention payment authorized by the agency's governing body and submit it in writing to the Personnel Board for review *prior* to implementation. The retention payment should clearly establish the job class(es) for which the payment will apply, the amount of the retention payment for each established job class, the employment time period for which the retention payment will be provided, and any other criteria that must be met by employees to receive the retention payment. The payment should be issued as a check, issued separately from the employees' normal payroll check.

### 3. Recruitment/Sign-on Bonus

A recruitment/sign-on bonus is generally defined as a payment (either one time or paid out through a series of payments over a defined period of time) intended to attract candidates and incentivize acceptance of employment within the defined agency. Recruitment/sign-on bonuses are not required. If an employing agency wishes to provide a recruitment/sign-on bonus, the agency must set forth any applicable criteria for application of the recruitment/sign-on bonus as authorized by the agency's governing body and submit it to the Personnel Board for review and approval *prior* to implementation. The submission should clearly establish the job class(es) for which the recruitment/sign-on bonus will apply, the amount of the recruitment/sign-on bonus for each established job class, the employment time period for which the employee must work in order to retain the provided recruitment/sign-on bonus, and any other criteria that must be met by employees to receive the recruitment/sign-on bonus. The payment should be issued as a check, issued separately from the employees' normal payroll check. Recouping any provided recruitment/sign-on bonus, in part or in whole, from any employee who is not retained or who separates from the agency prior to any required employment period specified in the resolution shall be the sole responsibility of the employing agency.

### 4. Uniform/Equipment Allowance

A uniform/equipment allowance is generally defined as payment to employees within a defined job class(es) who are required as a part of their job to wear a uniform or carry certain equipment, whereby the payment is intended to be an allowance equivalent to all reasonable expenses incurred by the employee in the purchase and maintenance of the uniform/equipment. Uniform/equipment allowances are not required. If an employing agency wishes to provide a

uniform/equipment allowance, the agency must set forth any applicable criteria for allowance as authorized by the agency's governing body and submit the allowance in writing to the Personnel Board for review *prior* to implementation. The submission should clearly establish the job class(es) for which the allowance will apply and the amount of the allowance for each established job class. The allowance payment(s) should be issued as a check, issued separately from the employees' normal payroll check.

IX. PREMIUM PAY

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, except if otherwise noted in any premium set forth below. 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. 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. 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 Applicable to All Job Classes

A. *Lead Worker (Premium Code #1) – 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 #6 – 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.<sup>1</sup>
- 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.<sup>2</sup>
- 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 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

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<sup>1</sup> 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](http://www.abn.state.al.us)

<sup>2</sup> It is important to note that the applicability of a premium to a given position or job may change based on adjustments to the compensable factors and/or minimum qualifications. In such instances where a premium is requested by an Appointing Authority and approved by the Personnel Board and, at some later date, the compensable factors or minimum qualifications associated with that job change such that the premium is no longer applicable, the employee(s) who were receiving the premium prior to the change may continue to receive the premium at the discretion of the Appointing Authority; however, any future requests for premiums for similarly situated employees shall not be approved by the Personnel Board.

- 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 descriptions (available on our website – [www.pbjcal.org](http://www.pbjcal.org)) 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**

Degree Compensated in Job’s Pay Grade (Compensable Factor)	Eligible Premium Based on Degree Possessed		
	Associate’s	Bachelor’s	Graduate/Professional
No degree	One step	Two steps	Three steps
Associate’s	No premium	One step	Two steps
Bachelor’s	No premium	No premium	One step
Graduate/Professional	No premium	No premium	No premium

*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.<sup>3</sup>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.

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

Employees regularly assigned to work second shift, third shift and/or weekends may be eligible for one step above the regular pay step.

*I. Second Language Proficiency – Spanish*

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 Interagency Language Roundtable (ILR) scale levels defined below may be eligible for premium at the defined level. Note that these premiums are *not* available to employees occupying job classes in which being bilingual in English and Spanish is a minimum qualification. To be eligible to receive the defined premiums below, the employee will be required to complete a language assessment coordinated through the Personnel Board to validate the ILR proficiency level. The level of premium requested is at the discretion of the Appointing Authority (i.e., higher level proficiency does not require application of a higher level of premium).

- *ILR S-2 Limited Working Proficiency (Premium Code #62) – one step*
- *ILR S-3 Professional Working Proficiency (Premium Code #63) – two steps*
- *ILR S-4 Full Professional Proficiency (Premium Code #65) – three steps*

**Premium Pay Applicable to Public Safety Job Classes**

*J. Hazardous Materials (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 pay step.

*K. Methamphetamine/Clandestine Lab (Premium Code #20) – one step*

Law enforcement officers at the rank of Sergeant or below who are **regularly**

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<sup>3</sup> 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."

**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 pay step.

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

Fire personnel (excluding those in the job class of Firefighter Paramedic) who are **regularly assigned** to a rescue may be eligible for one step above the regular pay step. 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.

M. *Tactical & Specialty Assignment (Premium Code #8) – one step*

Law enforcement officers at the rank of Sergeant or below who are **regularly assigned** to any of the following may be eligible for one step above the regular pay step:

- Bomb/Explosives
- Complex Investigations (criminal, evidence collection or detective functions)
- Highway Interdiction
- Jail Corrections Emergency Response Team (CERT/ERT)
- K9
- School Resource Officer
- Special Weapons and Tactics unit (SWAT)
- Two-wheeled motorcycle
- Vice/Narcotics

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

N. *Paramedic (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.

O. *Field Training Officer (FTO) or Corporal (Premium Code #12) – one step*

Police Officers or Deputy Sheriffs who are regularly assigned as Field Training Officers or Corporals may be eligible for one step above the regular pay step.

P. *Master Police Officer (MPO) (Premium Code #13) – one step*

Police Officers or Deputy Sheriffs who have satisfactorily completed their departmental MPO program (approved by the Personnel Board) may be eligible for one step above the regular pay step. Entry into an approved MPO program shall not be allowed before the officer has attained one year with his or her department.

*Note: Given the hierarchical nature of the law enforcement rank structure, departments that establish and utilize an MPO program must utilize MPO as a prerequisite for future Field Training Officer or Corporal premium requests (i.e., Officers requested to be FTOs or Corporals must have successfully completed the MPO program). In such instances, the MPO and Corporal/FTO premium may be combined for a total of two premium steps<sup>5</sup>.*

- Q. *Administrative Assignment (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.
- R. *Precinct Commander (Premium Code #29) – one step*  
Police Captains designated as Precinct Commanders may be eligible for one step above the regular pay step.
- S. *Honor Guard (Premium Code #64) – one step*  
Law enforcement officers at the rank of Lieutenant or below who are assigned to a Departmental 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**

- T. *Automotive Service Excellence (ASE) (Premium Code #15) – one step*  
Employees working in automotive-related job classes within an Auto Shop and who possess and maintain the ASE Certification administered by the National Institute for Automotive Service Excellence in any of the areas indicated below may be eligible for one step above the regular pay step:

Automobiles

Automatic Transmission/Transaxle	Brakes
Electrical Systems	Engine Performance

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<sup>5</sup> Approved programs will be developed in collaboration with the Personnel Board. Employees receiving the MPO premium may, in certain instances, be allowed up to a total of 4 premium steps.

Engine Repair  
Manual Drive Train and Axles

Heating and Air Conditioning  
Suspensions and Steering

Trucks

Brakes  
Drive Train  
Heating and Air Conditioning

Diesel Engines  
Electrical Systems  
Suspension and Steering

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

Employees working in automotive-related job classes within an Auto Shop and 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: For ASE premiums, either one step or two steps may be granted, depending on the certification. Premium Codes #15 and #25 may not be combined.

**Premium Pay Applicable to Environmental Services Job Classes**

V. *Alabama Dept of Environmental Management (ADEM) (Premium Code #17) – one step*

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

Employees working in water utility-related job classes within a water utility department and 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.

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

Employees working in water utility-related job classes within a water utility department and 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.

## Premium Pay Applicable to Building Inspections Job Classes

- X. *Residential Combination Inspector, Commercial Combination Inspector, or Combination Plans Examiner Certification Premium Pay (Premium Code #35 – two steps)*

NOTE: *Eligible employees may receive premium pay under Premium Code #35 for only one of the Combination Certifications.*

An inspector in the Building Inspections job family, who possesses a Residential Combination Inspector, Commercial Combination Inspector, or Combination Plans Examiner certification from the International Code Council (ICC), may be eligible for two steps above the regular pay step. The maximum allowed under Premium Code #35 is two steps, regardless of the number of combination certifications an employee possesses or obtains. These premiums are not allowable for jobs that require the certification as a minimum qualification for the job. Applicable ICC certification designations are R5, C5, and C3, each of which requires successful completion of four related exams/certifications.

- Y. *Combination Inspector Certification Premium Pay (Premium Code #37 – three steps).*

An inspector in the Building Inspections job family, who possesses the Combination Inspector certification from the International Code Council (ICC), may be eligible for three steps above the regular pay step. This premium is not allowable for jobs that require the certification as a minimum qualification for the job. The applicable ICC certification designation is C8, which requires successful completion of eight related exams/certifications.

### **Section 2 Job Descriptions**

Job descriptions are located on the website, [www.pbjcal.org](http://www.pbjcal.org), under *Job Information > Job Descriptions*.

### **Section 3 Salary Schedules**

Salary schedules and rate sheets by agency are located on the website, [www.pbjcal.org](http://www.pbjcal.org), under *Job Information > Salary Schedules*.