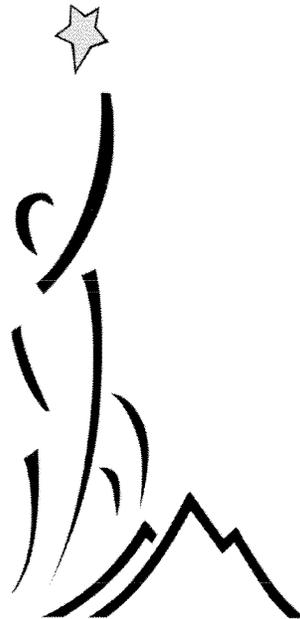


Salary Administration Guide & Pay Plan

2017



As approved at the regularly scheduled Personnel Board Meeting
Tuesday, March 14, 2017



Personnel Director

Salary Administration Guide & Pay Plan

2017



This document provides administrative guidance on the application of salary policies within the Merit System of Jefferson County. Administration of this Pay Plan shall be in compliance with Rule 7 and Rule 8 of the Rules and Regulations of the Personnel Board of Jefferson County. In the event of a conflict between this document and the Rules and Regulations, the Rules and Regulations shall be the controlling document.

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Section 1: General Pay Plan

I. SALARY SCHEDULES

Salary Schedules for each jurisdiction are created by the Personnel Board in response to resolutions from each jurisdiction's governing body setting forth cost of living 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 jurisdiction as established by resolution of the jurisdiction'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, jurisdictions 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 (or Step 2 for skilled trade job classes), with such intermediate steps numbered consecutively, up to the maximum rate designated as Step 10 (or Step 6 or 8 for skilled trade job classes). 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 Step 3 for skilled trade job classes) 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 Step 4 must be approved by the Personnel Board.

IV. STEP INCREASES/COST OF LIVING ADJUSTMENTS

Employees shall be eligible for step increases after one full year of service and for salary range adjustments at such time a jurisdiction, by resolution of its governing body, adopts a Cost of Living Adjustment (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. 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, and 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 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, consistent with Section 8.2 of the Rules and Regulations.

VI. 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) and to pay accordingly.

VII. 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 five (5) years of uninterrupted service; however, this is based on jurisdiction policy. Longevity pay 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.

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 jurisdiction (e.g., promotion to a new job, reassignment of duties upon which premium is based, or transfer from one jurisdiction 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, unless a jurisdiction has a Resolution on file at the Personnel Board instructing differently. 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 a jurisdiction 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 a jurisdiction, it must be applied consistently within a given job class for similarly situated positions, or pursuant to an approved Resolution for a jurisdiction. 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 or families. 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.* 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 premium 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 Project Lead (Premium Code #28) – one-step

An employee who, for a defined duration, is assigned to lead a minor 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 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 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 (completed 64 semester hours [with at least 18 of those credit hours directly related to the job] or 96 quarter hours [with at least 24 of those credit hours directly related to the job] of college level coursework)
- 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."

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 for accreditation information, <http://www.chea.org/>. For a list of approved nursing programs, refer to the Alabama Board of Nursing website, www.abn.state.al.us

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 (<http://www.pbjcal.org/employment/descriptions.aspx>).

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 jurisdiction. 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 jurisdiction.

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 indicating². The resolution should indicate that educational premium pay may be applied within the given jurisdiction 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 jurisdiction.

Premium Pay Applicable to Public Safety Job Classes

H. Two Wheel Motorcycle (Premium Code #3) – one-step

Law enforcement officers (Police Officer, Police Sergeant, Deputy Sheriff or Sheriff's Sergeant) regularly assigned to a two-wheel motorcycle may be eligible

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."

for one premium step above the regular pay step.

I. Hazardous Materials/Bomb Squad (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.

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.

Law enforcement officers (Police Officer, Police Sergeant, Sheriff Deputy and Sheriff Sergeant) **regularly assigned** to a bomb squad may be paid one step above the regular rate of pay.

NOTE: Police Sergeants or Sheriff Sergeants are not eligible complex investigations premium (See Premium “O” below). Premiums for assignment to methamphetamine lab investigations, complex investigations, and the bomb squad cannot be combined for purposes of additional premium pay.

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

Fire personnel who possess an *Emergency Medical Technician I, II or III* certification, who are **regularly assigned** to a 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 eligible for one premium step above the regular pay step.

K. Emergency Response Team Assignment (Premium Code #8) – one-step

Deputy Sheriffs and Sheriff Sergeants assigned to the Emergency Response Team (E.R.T.) may be eligible for one step above the regular pay step.

L. Paramedic/EMT III (Premium Code #9) – one-step

Fire personnel who possess 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, may be eligible for one step above the regular pay step.

M. Field Training Officer/Corporal (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 (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. *Complex Investigation Assignments (Premium Code #18) – one-step*

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 eligible for one step above the regular pay step.

NOTE: Police Sergeants or Sheriff Sergeants are not eligible complex investigations premium. Premiums for assignment to methamphetamine lab investigations, complex investigations, and the bomb squad cannot be combined for purposes of additional premium pay.

P. *Precinct Commander (Premium Code #29) – one-step*

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

Premium Pay Applicable to Automotive Job Classes

Q. *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	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

R. *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. Employees receiving this premium are not also eligible for the premium pay outlined in premium “P” above.

Premium Pay Applicable to Environmental Services Job Classes

S. *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 Certification appropriate to a particular water distribution system may be eligible for one step above the regular pay step.

Premium Pay Applicable to Medical Job Classes

T. Medical Certification (Premium Code #11) – one-step

An employee may be eligible for one step above the regular pay rate, for:

- A Respiratory Therapy Technician certified by the National Board of Respiratory Care (NBRC).
- A Medical Laboratory Technician certified by the American Society of Clinical Pathologist (ASCP).
- Pharmacy Technicians who hold the designation of Certified Pharmacy Technician (CPhT) from the Pharmacy Technician Certification Board.

U. Specially Assigned RN and LPN (Premium Code #10) – one-step

Staff Nurses, Charge Nurses and Licensed Practical Nurses permanently assigned to the following specialty areas may be eligible for one step above the regular pay rate:

Emergency Room	Intensive Care
Labor and Delivery	Recovery
Surgery	

V. On Call CT Scan Technologist (Premium Code #14) – one-step

A Radiological Technologist or a Diagnostic Imaging Technologist assigned to work as a CT Scan Technologist on an on-call basis may be eligible for one step above the regular pay rate.

Section 2: Medical Pay Plan

Medical Pay Plan outlines employee pay issues related to select Medical jobs in defined circumstances. These do not have defined Premium Codes in the Lawson system as utilized in the premium pay outlined in Section 1: General 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 job class with no eligibility for shift, weekend or specialty area pay. A graduate from an approved School of Nursing may be paid at the top step of the Nursing Technician job class for up to six months pending receipt of his/her license from the Alabama Board of Nursing.

II. Pay for Experience

1. Registered Nurses who have prior creditable Licensed Practical Nurse (LPN) experience may be eligible for two steps above the regular pay rate.

New Registered Nurses may be hired according to the following schedule upon verification of creditable years of service by the hiring agency and the Personnel Board.

<u>Years of experience</u>	<u>Steps</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 hired according to the following schedule upon verification of creditable years of service by the hiring agency and the Personnel Board.

<u>Years of experience</u>	<u>Steps</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. Nursing Students who sign contracts to work for Jefferson County may be eligible 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 County medical facilities for two (2) years for each year of nursing school sponsored.
2. Registered Nurses who have completed an accredited Bachelor's Degree Program in Nursing may be eligible for one step above the regular pay rate. If a Bachelor's Degree in Nursing is obtained following employment as a Registered Nurse, the employee may be eligible for one step above the regular pay rate, up to maximum of step 10; this change will establish a new merit increase date.
3. Registered Nurses who have completed a Master's Degree from an accredited Nursing Program may be eligible for two-steps above the regular pay rate.

IV. Medical Weekend Pay

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

<u>Class</u>	<u>Rate/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 Therapist	\$1.00
Staff Nurse/Public Health Nurse	\$1.00
Surgical Technician	\$.35
Special Care Unit Aide	\$.35
Special Imaging Technologist	\$1.00

V. Shift Assignment Differential Pay

1. Staff Nurses and Licensed Practical Nurses who act as a preceptor on an assigned shift may be eligible for one step above the regular pay rate.
2. A Licensed Practical Nurses who supervise Nursing Assistants on an assigned shift may be eligible for one step above the regular pay rate.
3. Staff Nurses or Public Health Nurses who assume supervisory responsibility when filling in for a Charge Nurse or higher graded nursing position, on a temporary basis in excess of eight (8) hours, may be eligible for one step above the regular pay rate.
4. Staff Nurses and Licensed Practical Nurses who are willing to work overtime to provide coverage in understaffed units may be eligible for premium pay in accordance with a plan approved by the Personnel Board for such period as required to stabilize staffing.

VI. Shift Differential Pay

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

designations: Evening (3:00 p.m. - 11:00 p.m.) and Night (11:00 p.m. - 7:00 a.m.).

<u>Professional Positions</u>		
<u>Class</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

<u>Clerical and Non-Professional Positions</u>		
<u>Class</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
Maintenance Repair Worker	.75	.75
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	.50	.50
Senior Housekeeping Assistant	.35	.35
Senior Housekeeping Supervisor	.35	.35
Senior Maintenance Repair Worker	.75	.75
Special Care Unit Aide	.35	.35
Surgical Technician	.70	.70

VII. 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. In this case, the 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 is 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.

VIII. 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 applicable. 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.

IX. Sign-on and Referral Bonus

1. A sign-on bonus program may apply to Registered Nurses and Licensed Practical Nurses recruited to staff 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 Classes by Job Family

Classes by job family are located on the website, www.pbical.org, under Departments > Classification & Compensation > Job Class Report.

Section 4 Class Specifications

Job class specifications (job descriptions) are located on the website, www.pbical.org, under Departments > Classification & Compensation > Job Descriptions.

Section 5 Salary Schedules

Salary schedules and rate sheets by jurisdiction are located on the website, www.pbical.org, under Departments > Classification & Compensation > Salary Schedules.