

# Personnel Board

of Jefferson County

2018

## Salary Administration Guide & Pay Plan



As approved at the regularly scheduled Personnel Board Meeting  
Tuesday, March 13, 2018

  
Personnel Director

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* 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 4 Job Descriptions

See Job Descriptions at: <http://www.pbjcal.org/compensation>

### Section 5 Salary Schedules

See Salary Schedules at: <http://www.pbjcal.org/compensation>

### Section 1: General Pay Plan

#### I. SALARY SCHEDULES

Salary Schedules for each agency are created by the Personnel Board in response to

resolutions from each agency'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 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. For the majority of pay grades, 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. Appointing Authorities may approve appointment up to Step 4 in the pay grade for appointees based on education and experience. 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 an agency, 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 agency 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 agencies 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 an agency, 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 either 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 a flat rate that is based on years of service. This will depend on the policy of an individual agency.
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 agency policy. Longevity pay is calculated to offer the employee a sufficient lump sum to induce him/her to remain in service.
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 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, unless an agency 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 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.** 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.<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.
- 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

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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)



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.pbical.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**

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>2</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.

### **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 for one 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.

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<sup>2</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."

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 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 “Q” above.

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

NOTE: For premium S. and T. below, either one step or two steps may be granted depending on the certification. Premiums may not be combined for a total of three steps. Premium is not applicable to those individuals in the apprenticeship program.

- 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, Water Utility Service Supervisors, Water Reclamation Facility Operator I, Water Reclamation Facility Maintenance Workers and Skilled Laborers in water reclamation facilities 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.

- T. *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.

Jefferson County Water Reclamation Facility Operator Grade I, Water Reclamation Facility Operator Grade II/III, Skilled Laborer and Water Reclamation Facility Maintenance Worker positions may be paid two steps for possession of Grade III certification. If employed in the Environmental Services Department at Jefferson County and possess Grade IV Certification, appointment into the Water Reclamation Facility Operator Grade IV job class shall occur and premium is not applicable.

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

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

## **Premium Pay Applicable to Medical Job Classes**

- V. *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.

*W. 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 or Surgery.

*X. 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**

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**

Registered Nurses and Licensed Practical Nurses with previous experience may be eligible to be hired above Step 4, consistent with Rule 8.2 (b) of the *Rules and Regulations* of the Personnel Board.

### **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 the Cooper Green Mercy Health Services for two (2) years for each year of nursing school sponsored.

2. Registered Nurses who have completed a Bachelor’s Degree or Master’s Degree Program in Nursing may be eligible for one or two steps above the regular pay rate pursuant to the Educational Degree Premium Pay outlined in this document under Section VIII. (G).

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	\$0.35
Charge Nurse	\$1.00
Clinical Pharmacist	\$1.00
Diagnostic Imaging Technologist	\$1.00
Electrocardiographic Technician	\$0.35
License Practical Nurse	\$1.00
Medical Clerk	\$0.35
Medical Laboratory Technician	\$1.00
Medical Technologist	\$1.00
Medical Technologist Shift Supervisor	\$1.00
Nursing Assistant	\$0.35
Patient Care Technician	\$0.35
Pharmacist	\$1.00
Physical Therapist	\$1.00
Respiratory Therapist	\$1.00
Staff Nurse/Public Health Nurse	\$1.00
Surgical Technician	\$0.35
Special Care Unit Aide	\$0.35
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. 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.).

Professional Positions

<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	\$0.35	\$0.35
Respiratory Therapist	\$1.60	\$2.10
Staff Nurse	\$3.25	\$4.25
Special Imaging Technologist	\$1.75	\$2.25

Clerical and Non-Professional Positions

<u>Class</u>	<u>Evening</u>	<u>Night</u>
Accounting Assistant I	\$0.35	\$0.35
Accounting Assistant II	\$0.35	\$0.35
Administrative Clerk	\$0.35	\$0.35
Administrative Assistant	\$0.35	\$0.35
Administrative Supervisor	\$0.35	\$0.35
Cardiac Monitor Technician	\$0.40	\$0.40
Central Supply Technician	\$0.50	\$0.50
Communications Operator	\$0.50	\$0.50
Computer Operator	\$0.35	\$0.35
Housekeeping Assistant	\$0.50	\$0.50
Laboratory Assistant	\$0.35	\$0.35
Maintenance Repair Worker	\$0.75	\$0.75



Medical Clerk	\$0.50	\$0.50
Medical Transcriber	\$0.35	\$0.35
Nursing Assistant	\$0.75	\$0.75
Nutrition Assistant	\$0.35	\$0.35
Patient Care Technician	\$0.75	\$0.75
Pharmacy Technician	\$0.75	\$0.75
Security Officer	\$0.50	\$0.50
Senior Housekeeping Assistant	\$0.35	\$0.35
Senior Housekeeping Supervisor	\$0.35	\$0.35
Senior Maintenance Repair Worker	\$0.75	\$0.75
Special Care Unit Aide	\$0.35	\$0.35
Surgical Technician	\$0.70	\$0.70

Non-exempt employees (excludes Administrative positions e.g. administrative clerk) who work 2<sup>nd</sup> and 3<sup>rd</sup> shift in the following divisions of the Environmental Services department will receive 5% shift differential pay.

- 7250 Sewer Line Maintenance Administration
- 7252 Village Creek Line Maintenance
- 7253 Shades Line Maintenance
- 7270 Television Inspection
- 7301 Cahaba River Water Reclamation Facility
- 7302 Fie Mile Creek Water Reclamation Facility
- 7303 Leeds Water Reclamation Facility
- 7305 Turkey Creek Water Reclamation Facility
- 7306 Valley Creek Water Reclamation Facility

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  
Respiratory Therapy Technician

Registered Nurse

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 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 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.pbjcal.org](http://www.pbjcal.org), under Departments > Classification & Compensation > Job Class Report.

### **Section 4 Class Specifications**

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

### **Section 5 Salary Schedules**

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