

In-Band Pay Adjustments

Human Resources Policy- #318

Policy:

The County Manager has the authority to approve an "in-band" pay adjustment for an employee within a particular pay classification. This adjustment should be based on one the following:

- Internal/external equity issues.
- Davidson County Board of Commissioners approved career progression development.
- Where other employees are located within the pay grade in the same or similar positions.
- Years of service with the County.
- Years of service within their current position.
- Increased job duties that do not warrant a complete change in job classification.

Any other salary changes are to be approved via the annual budget development process, and the "in-band" adjustments during that time will be accompanied (by the submitting department) with the appropriate business case (equity/workload issues) substantiating the request and "offsetting" budget adjustment designed to cover the difference in the cost of the approved salary change.

Scope:

This policy applies to all employees.

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Procedure:

1. Department Director identifies the employee.
2. The Department Director completes the Salary Calculation Sheet and submits it to the Human Resources Director for review and approval.
3. Human Resources Director reviews, approves or rejects and if approved forwards to the County Manager. If rejected, the Human Resources Director will consult with the Department Director and ask them to resubmit the Salary Calculation Sheet.
4. The County Manager reviews and approves or rejects. If rejected, the County Manager will consult with the Human Resources Director. The Human Resources Director will then consult with the Department Director and ask them to resubmit the Salary Calculation Sheet.
5. If approved, the Department Director completes a P-2 and submits it to Human Resources.

Document Change Record

Revision	Description
7-1-2022	Revised Policy