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Evelyn Minor-Lawrence  
Director

DEPARTMENT OF HUMAN RESOURCES

PUBLIC SERVICES BUILDING  
2051 Kaen Road | Oregon City, OR 97045

## MEMORANDUM

TO: Clackamas County Board of County Commissioners  
FROM: Evelyn Minor-Lawrence, Director, Human Resources  
RE: Removing Personnel Policy Language from County Code  
DATE: June 15, 2026

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### REQUEST:

Staff seeks Board approval to systematically remove personnel policies and procedures from County Code (Chapter 2.05, Personnel Ordinance) and replace them with Employee Policies and Procedures (EPPs) as they are updated over time.

The immediate request seeks to remove language outlined in attachment C from Chapter 2.05 of the Personnel Ordinance replaced with EPP 70 Classification Administration and 71 Pay Administration.

### BACKGROUND:

The Board's July 2025 action initiated the phased transition of personnel administration from a code-based framework to a policy-based framework by removing selected personnel provisions from County Code and replacing them with updated Employee Policies and Procedures (EPPs). This multi-year modernization process will continue through 2027, allowing for systematic review of additional sections of Chapter 2.05 for removal and replacement.

In alignment with this direction, staff now recommend removing County Code provisions related to classification and compensation. On March 10, 2026, the County Administrator approved two administrative policies, EPP 70 (Classification Administration) and EPP 71 (Pay Administration) which consolidate and update language previously contained in County Code, outdated EPPs, and collective bargaining agreements.

As outlined in attachment C, removing several sections of County Code is necessary to maintain compliance with current employment laws, including the Oregon Equal Pay Act. Transitioning these provisions to EPPs ensures clarity, transparency, and administrative flexibility while consolidating personnel policies in a single, accessible location.

### RECOMMENDATION:

Staff recommends the Board of County Commissioners hold the first public hearing July 9, 2026, addressing the removal of the identified sections of Chapter 2.05 including sections 2.05.040, 2.05.050, 2.05.060, 2.05.110, 2.05.140, 2.05.200, 2.05.230, from the County Code, replaced by Employee Policies and Procedures 70 and 71.

Respectfully Submitted,

Evelyn Minor-Lawrence  
Director, Human Resources

Attachments:

- A. EPP 70 Classification Administration
- B. EPP 71 Pay Administration
- C. PO and EPP 70 & 71 Crosswalk



<input checked="" type="checkbox"/> Administrative Policy
<input type="checkbox"/> Operational Policy

## Clackamas County Policy

Name of Policy	Classification Administration	Policy #	EPP 70
Policy Owner Name	Evelyn Minor-Lawrence	Effective Date	3/14/2026
Policy Owner Position	Human Resources Director	Approved Date	3/10/2026
Approved By	Gary Schmidt, County Administrator	Next Review Date	3/14/2029

### I. PURPOSE AND SCOPE

To communicate the Classification system to implement organizational changes necessary for the efficient operation of County business and to ensure an adequate structure to differentiate jobs across the County that can be easily maintained, facilitates internal equity, and defines the general scope and complexity of work performed.

This policy applies to all departments, offices, and districts covered by Human Resources personnel administration.

Exemptions from this policy include:

- Elected Officials
- Advisory board or commission members whose principal vocation is other than as a County employee
- On-site property managers residing in County-owned or County-provided facilities
- Any special Deputy Sheriff or peace officer appointed to act without compensation from the County
- Volunteers
- Independent Contractors, providers, and vendors
- Temporary Agency employees

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## II. AUTHORITY

This policy is established by the County Administrator's administrative rule-making authority pursuant to County Code 2.09.060.E

Federal and state regulations, primarily federal Fair Labor Standards Act (FLSA) and State of Oregon Revised Statutes, and Oregon Equal Pay Act.

## III. GENERAL POLICY

Employees/positions will be assigned to Classifications/jobs based on duties, authority, responsibilities, and the required knowledge, skills, abilities, education, training, experience, and other qualifications.

Classification processes are maintained by the Department of Human Resources. Other departments/offices may not develop more or less restrictive "department classification policies" in place of these authorized processes without prior review and approval from the Department of Human Resources.

## IV. DEFINITIONS

- A. Appointing Authority – Any person vested with the authority to appoint individuals to County positions. Such authority will be vested in elected officials and department directors and may be delegated to supervisory employees within a department or division.
- B. Base Pay Rate: The rate or step in the range of the Compensation Plan to which the employee's position/classification is assigned. Base Pay Rate does not include any add-to-pay.
- C. Classification: A group of positions with shared or similar duties, responsibilities and Minimum Qualifications to permit grouping under a common title and description.
- D. Classification Description: General document whose purpose is to clearly describe a type and level of a body of work.
- E. Compensation Plan (Pay Plans): Describes the salary grades, minimum pay rates, and maximum pay rates for each County Position or Classification.
- F. Employee: A person who has been directly hired by Clackamas County to perform work for wages or salary. This does not include independent contractors, temporary agency employees, volunteers, unpaid interns, or participants in work training administered under a state or federal assistance program.
- G. Minimum Qualifications: Minimum Qualifications are the minimum amounts of education or experience and the minimum level of knowledge, skills, abilities, licensures, certifications and other job-related requirements that must be met for a candidate to be considered for a Position.
- H. Position: A group of duties and responsibilities designed to be performed by the employment of one qualified individual. Multiple positions can be assigned to one Classification.
- I. Position Description: Document that describes the body of work assigned to a specific Position.

- J. Position Review: Process used by Human Resources to assign each Position to the correct Classification. The goal is to assure that the same title, salary range, qualification requirements, training, performance standards, etc. are applied uniformly to all Positions similar in responsibilities, duties and skills.
- K. Promotion: When an existing employee is hired into a different classification with a higher salary range.
- L. Reclassification: A process/action that changes the Classification assignment of a Position (vacant or filled by an employee) based on changes in the scope, duties, and responsibilities of the work assigned.
- M. Transfer: Movement of an eligible employee to a different Position within the same Classification. A Transfer occurs within the employee's current department (Intra) or results in movement to a different department/appointing authority (Inter), and may be voluntary or involuntary.
- N. Work of Comparable Character (WCC): Work that requires substantially similar knowledge skills, effort, responsibility and working conditions in the performance of work regardless of Position Description or job title.

## V. POLICY GUIDELINES

### A. Classification Plan

The Department of Human Resources is responsible for maintaining a Classification Plan. The Director of Human Resources has the final authority over the Classification Plan.

The Classification Plan will consist of orderly groupings and structured formal standards commonly referred to as Classification Descriptions. These Classification Descriptions represent the number and variety of job categories needed to identify all jobs in the County government. Classification Descriptions are written documents to describe the type and level of a body of work.

The Classification Plan has Classifications ranging from generally descriptive of a type and level of work to job specific. Specific Classification Descriptions directly relate to a particular occupation and level of work and may read more similar to a Position Description though not as detailed.

Position Descriptions are written documents to describe the body of work assigned to a specific Position, clearly stating the tasks, authority and responsibilities that go together to make up a job. A completed Position Classification Questionnaire (PCQ) is an example of a Position Description.

Every Position, whether filled or vacant, must have a Position Description on file with Human Resources. Appointing Authorities and their management are responsible to develop and maintain Position Descriptions for all positions within their department. Managers are also responsible for ensuring that Position Descriptions for each position under their supervision are periodically reviewed to ensure their accuracy, and that copies of accurate Position Descriptions are on file with the Department of Human Resources, Classification and Compensation.

### B. Classification Assignment of Positions

No Position may be filled until it has been properly classified. All new positions and vacant positions that have previously been classified but have had a substantial change in duties will be submitted to Classification and Compensation for review and assignment prior to being filled.

The Position Review Process is used to assign each Position to the correct Classification. The goal is to ensure that the same title, salary range, qualification requirements, training, performance standards, etc. are applied uniformly to all positions similar in responsibilities, duties and skills.

Position questionnaires are the principal documents for making Position and Classification assignment decisions, which include Position Classification Questionnaires (PCQ) and Temporary Classification Questionnaires (TCQ).

*Assignment of Duties:* Managers are responsible for defining work and assigning duties and responsibilities. Duties may be removed or reassigned in order to maintain duties that are consistent with an employee's current Classification/Position. Management also has the right to add, remove or reassign duties in lieu of reclassifying a Position.

Refer to *EPP #21 Position Allocation and Job Requisition Procedures* for additional information regarding reclassifying and refilling an existing Position and establishing a new Position.

### C. Classification Review

Classification reviews are intended to ensure Clackamas County classifications remain up-to-date and are reflective of the current business needs. Classification reviews may include but are not limited to: creation of new classifications, changes to job content/organizational structure, County Administrator requested reviews, or as initiated by the Director of Human Resources or their designee.

Human Resources shall consult with department or major division directors prior to the initiation of a classification review.

## VI. PROCESS AND PROCEDURES

### A. Position Review

Employees and/or managers may request a review of a position when it is believed the duties performed are no longer consistent with the assigned Classification. A request to review a position is initiated by completing the appropriate Position Description/position review form which is submitted to Classification and Compensation.

- Employee: An employee may request a review of their position by submitting a completed Position Description/position review form to their supervisor/manager.
- Within fourteen (14) days the supervisor/manager must discuss the information contained within the Position Description/position review form with the employee, and document their agreement or disagreement with this content and the request.
- If the employee wishes to move forward with a Position review after this employee/management conversation, the Position Description/position review form will be forwarded through the department's chain of management for review/signatures and then submitted to Classification and Compensation. Management has 14 days from the date of employee meeting to submit completed form to Classification and Compensation.

*New Position/Repurpose Vacant Position:* Management is required to submit a completed Position Description/position review form when requesting to repurpose an existing vacant position and when requesting a new position.

Classification and Compensation will determine whether to accept the submitted Position Description/position review form for Position review. Notification will be sent to all relevant stakeholders.

- A submitted Position Description/position review form may be denied for Position review if there had been a recent review and no significant changes to the duties and responsibilities have occurred, or if an action such as a pending reorganization, move to a different work unit, or a change in supervisor would alter the position's duties and responsibilities.

Throughout a Position review process, Classification and Compensation communicates with the employee and management, providing information as to project status and analysis.

Upon completing a Position review, Classification and Compensation makes a recommendation to department management that may be:

- assignment to the same Classification (*no change*),
- assignment to another existing Classification which may include edits or revisions to that Classification (*upward or other Reclassification*),
- recommendation to create a new Classification in order to assign position.

Classification and Compensation discusses with Department management potential impacts and implementation strategies. Department management reserves the right to reassign duties and responsibilities if reclassification does not meet organizational, business, and/or budget needs.

*New Classification:* If recommendation involves creating a new Classification, Classification and Compensation drafts a new Classification Description. Classification and Compensation also conducts an analysis to determine and recommend a salary grade for the new Classification. This final recommendation is documented in a staff report to the County Administrator.

Upon approval by the County Administrator, Classification and Compensation will implement the recommendations. Bargaining with associated Union(s) would occur for represented position(s). Associated Union(s) have fourteen (14) days to either formally agree to salary grade recommendation or express concerns. Classification and Compensation will clarify and resolve union questions or concerns.

## B. Position Reclassification with Incumbent

When Classification and Compensation reclassifies a Position, the employee occupying the Position will be reclassified if the following criteria is met:

1. Minimum Qualifications and Pre-Employment Requirements: The Appointing Authority and the Human Resources Department validate that the employee possesses the Minimum Qualifications and meets any pre-employment requirements of the Position.
2. Performance of assigned duties:
  - A. Upward Reclassifications: The employee has been in the position performing the assigned higher-level duties and responsibilities for a minimum of six months.
  - B. Other Reclassifications: The employee has been assigned the duties of the relevant Classification.

When a Position is reclassified and the employee meets the criteria for an Upward Reclassification, a recruitment process will be waived, and the employee will be reclassified along with the Position. The reclassified employee's Base Pay Rate will be adjusted on the effective date of Reclassification.

Classification and Compensation may formally re-evaluate a reclassified position to ensure duties remain consistent with the assigned Classification.

If an employee does not meet the minimum qualifications of the reclassified position, the employee may be qualified for other vacant position(s) within their original Classification or a vacant position in a different Classification such as through a voluntary demotion or open/internal recruitment. If the employee does not meet the minimum qualifications of the reclassified position and employee is unsuccessful in other options, the employee will be laid off and placed on a layoff register for their former classification for two years unless specified otherwise in a collective bargaining agreement. Employees in Limited Term status or on employment agreement are not eligible to be placed on a layoff register.

Position Reclassification with Incumbent does not apply, unless otherwise provided, for:

- 1) Temporary status including Seasonal Temporary and On-Call Relief
- 2) County Executives under employment contract with the Board of County Commissioners
- 3) Department Executives and other County Administrator designated county Positions under employment contract with the County Administrator.
- 4) Positions within Office of County Counsel under employment contract with the County Counsel.

#### C. Placement on Layoff Register Following Reclassification

If a position occupied by an employee is reclassified to a classification with a lower salary range, the employee will be placed on a layoff registers for two (2) years unless specified otherwise in a collective bargaining agreement. Employee will be given preference in referral to vacant positions within the same Classification as held prior to Reclassification. Employee must meet the Minimum Qualifications and any pre-employment requirements of the vacant position. Employees in the initial County probation period, Limited Term status, temporary, seasonal, or on employment agreement are not eligible to be placed on a layoff register.

Placement on Layoff Register Following Reclassification does not apply to:

- 1) Initial County Probationary status
- 2) Limited Term Appointment status
- 3) Temporary status including Seasonal Temporary and On-Call Relief
- 4) Less than Half Time Regular Part-Time Positions
- 5) County Executives under employment contract with the Board of County Commissioners
- 6) Department Executives and other County Administrator designated county Positions under employment contract with the County Administrator.
- 7) Positions within Office of County Counsel under employment contract with the County Counsel.

#### D. Classification of Positions Impacted by Reorganization/Restructuring

Reorganization/restructuring of a department, division, program, section or work group may become necessary to meet organizational needs, and typically involves one or more of the following

- Immediate assignment of new responsibilities and authority within a work unit
- Change to span of control

- Merger of two or more work units
- Elimination of programs, which may impact positions
- Change to Appointing Authority

Classification & Compensation will work with department management to determine if any classification assignment of positions are impacted by the reorganization/restructure.promtra

#### E. [Request for Review](#)

A request for review process including the Classification and Compensation Review Panel is allowed when an employee disagrees with:

- Classification and Compensation's Position Review recommendation.
- A Salary range recommendation for nonrepresented employees, and for represented employees if specified in the employee's collective bargaining agreement.

Issues not reviewable in a request for review process and Classification and Compensation Review Panel:

- Management's assignment of duties to an employee or to a Classification.
- Creation, deletion or change to a Classification.
  - The Classification and Compensation Review Panel may not create a new Classification to accommodate an employee's position, delete a Classification from the County's classification plan, or change any portion of a Classification Description.
- Salary range recommendations for represented employees.
  - Unless, as noted above, this is authorized in the applicable collective bargaining agreement.

#### [Request for Review Process:](#)

1. An employee who is dissatisfied with a Classification allocation determination or salary range recommendation has fourteen (14) calendar days from the date notification was sent to employee to complete and submit a Request For Review form.
2. Classification and Compensation receives and reviews submitted request for review form and provides information to employee about next steps in the process.
3. Human Resources Director reviews all related materials, and then meets with employee to discuss the request for review. After consideration of issues, Human Resources Director provides a written response to employee stating decision to uphold Classification and Compensation's determination/recommendation or propose an alternative recommendation.
4. If employee remains dissatisfied with Human Resources Director's findings, employee has ten (10) calendar days from the date of notification by the Human Resources Director to submit a written request to have the matter be heard by the Classification and

Compensation Review Panel. If employee does not submit a written request by the deadline, the Human Resources Director's findings will be implemented.

- For Temporary status including Seasonal Temporary and On-Call Relief and Nonrepresented Employment Contract positions, the Classification and Compensation Review Panel is not applicable and the Human Resources Director's findings will be implemented.

#### F. Classification and Compensation Review Panel

Classification and Compensation Review Panel (CCRP) Process:

1. *Panel Members* – The five panel members will be selected by the Human Resources Director and will include two (2) management employees, two (2) bargaining unit members, and one (1) mutually appointed County employee. At least one bargaining unit member must be from the same union as the employee bringing forth the review.
  - Each of the County's bargaining groups will nominate one (1) employee from their membership. The two selected bargaining unit members will be from these nominations.
  - Each County department will provide one (1) management employee from their department for consideration. The two selected management employees will be from this group.
  - A mutually agreed upon employee will be selected.
  - If a conflict of interest exists between employee and bargaining unit member serving on the CCRP, the bargaining unit shall choose a substitute member. If a conflict of interest exists with a management member of the CCRP, the Human Resources Director will appoint an alternate from the remainder group of management employees.
  - Any person presenting information or providing representation for the employee is not allowed to be a Panel member for that employee's review.
2. *Notification* – Human Resources will send written notification of date, time and location of CCRP review at least fourteen (14) days in advance. Notification will be made to CCRP members, employee requesting review, and employee's supervisor and appointing authority.
3. *Documents* – All documents in support of the matter to be brought to the CCRP must be submitted to Classification and Compensation no later than ten (10) calendar days prior to the scheduled CCRP meeting. These documents will be distributed at least five (5) calendar days prior to the scheduled meeting of the CCRP to CCRP members, employee, appointing authority and any active participant in the review process as identified by the employee or management.
4. *Presentation to the CCRP* – The Human Resources Director or designee will begin meeting by providing a summary of the issue being brought forth, a review of the employee's initial request for review and the written findings generated in response to the request for review. The employee, employee's representative, employee's appointing authority and/or management from employee's department, and Classification and Compensation staff will have the opportunity to present information in support of their respective positions. It is the responsibility of the employee to demonstrate why the Classification or salary range recommendation is inappropriate, to identify which current Classification(s) or salary range(s) is more appropriate, and to provide adequate information and detail to support the claim. Members of the CCRP may ask any questions of the parties presenting information

that will assist them in forming an opinion as to the appropriate Classification for the Position or salary range for the Classification.

5. *Opinion Response by the CCRP* – Following conclusion of the meeting and parties excused, CCRP Panel members will discuss the issue and materials presented to them and formulate an opinion(s) as to the appropriate Classification allocation or salary range for the Classification. The CCRP Panel members will discuss their opinions with the Human Resources Director and submit one written “Opinion Response” sheet to the Human Resources Director documenting the opinions of the CCRP regardless of whether or not a consensus opinion was formed.
  - The CCRP may only recommend an allocation to a current Classification or a salary range for the Classification to which the position is assigned.
  - The CCRP may not recommend a salary range change for a single position that would result in the position having a different salary range than the Classification to which it is assigned.
6. *Final Determination* – The Human Resources Director will consider the opinions of the CCRP when determining the final Classification allocation of a position and/or arriving at a final salary range recommendation to go the County Administrator. The Human Resources Director will prepare a written report of his/her final recommendation and include a brief summary of the issues raised during the request for review process and the opinions of the CCRP. A copy of this report will be sent to the employee and the employee’s appointing authority. If the Human Resources Director’s recommendation includes a final salary range recommendation, this written report will be included in the information presented to the County Administrator requesting a change to Classification’s salary range.
  - The Human Resources Director has final authority on the Classification allocation.
  - The County Administrator has final authority on the salary range placement.
7. The CCRP does not apply to temporary nor nonrepresented employment contract employees.

## G. [Transfer](#)

Intradepartmental Transfer within the same department:

- An intradepartmental transfer may be voluntary or involuntary. If involuntary, the Appointing Authority must give the employee a minimum of ten (10) working days notice.
- A department can move an employee to a different division/work unit by submitting a Personnel Action form to the Human Resources Department for a change in supervisor. This is not a transfer as the employee’s position number is not changed.

*Transfer Request Form:* If an employee wishes to be considered for an Interdepartmental transfer within their Classification to a different department/appointing authority, the employee will complete and submit a Transfer Request Form to the Human Resources Department. The Human Resources Department will review the employee’s transfer request and qualifications, including, but not limited to their knowledge, skills, and abilities against those that are required of a particular position.

For Intradepartmental Transfer within a large department, an Appointing Authority may designate the process outlined for Interdepartmental Transfer as appropriate for their department.

*Transfer List:* If an employee's transfer request is approved, Human Resources Department will place employee's name on the transfer list at their current Classification and notify employee. Placement on a transfer list is not shared with the employee's supervisor. However, if/when an employee is referred to a department for transfer consideration to an open position, the employee's transfer status becomes known to one or more managers and the employee's supervisor may be contacted as a reference.

Employees will be removed from transfer list for the following, whichever occurs first:

- After one (1) year from when placed on the transfer list.
- Employee requests Human Resources Department to remove their name from the transfer list.
- After employee rejects one (1) job offer.

Should a recruitment become available in which there is an employee(s) on the transfer list, they will be invited to an interview provided they meet the Minimum Qualifications. There is no guarantee of a job offer for an employee on the transfer list as they must competitively compete for the position.

Transfer is not a Lateral Hire (previously referred to as reassignment) as transfer can only occur within the same Classification. A Lateral Hire is the movement of an employee from one Classification/Position to a different Classification/Position where the new Classification carries the same salary grade/range, typically via voluntarily applying and being selected in a recruitment process.

Transfer is not a voluntary demotion or a career change demotion. In these situations, the employee voluntarily requests or seeks a change to a different Classification/Position that carries a lower salary grade.

#### [Transfer Request Information and Form](#)

Transfer does not apply to:

- 1) Initial County Probationary status
- 2) Limited Term Appointment status
- 3) Temporary status including Seasonal Temporary and On-Call Relief
- 4) Less than Half Time Regular Part-Time Positions
- 5) County Executives under employment contract with the Board of County Commissioners
- 6) Department Executives and other County Administrator designated county Positions under employment contract with the County Administrator.
- 7) Positions within Office of County Counsel under employment contract with the County Counsel.

#### H. [Entrance into Classification with Lower Salary Range via:](#)

1. Voluntary Demotion
2. Voluntary Demotion in Lieu of Layoff
3. Involuntary Demotion

4. Career Change Demotion
5. ADA Accommodation

*Voluntary Demotion:* Action is employee requested and requires management approval. Voluntary demotion may be used as an option to retain employment when layoff is imminent (*Voluntary Demotion in Lieu of Layoff*) or for other reasons where the action is entirely voluntary on the part of the employee.

If an employee wishes to be considered for a voluntary demotion, the employee will complete and submit a Voluntary Request form to the Human Resources Department. The Human Resources Department will review the employee's request and qualifications, including, but not limited to their knowledge, skills, and abilities against those that are required of a particular Position.

If an employee's request is approved, Human Resources Department will place employee's name on the voluntary demotion list for the requested Classification and notify employee. Placement on a voluntary demotion list is not shared with the employee's supervisor. However, if/when an employee is referred to a department hiring authority, the employee's request and status becomes known to one or more managers and the employee's supervisor may be contacted as a reference.

Employees will be removed from voluntary demotion list for the following, whichever occurs first:

- After one (1) year from when placed on the voluntary demotion list.
- Employee requests Human Resources Department to remove their name from the voluntary demotion list.
- After employee rejects one (1) job offer.

Should a recruitment become available in which there is an employee(s) on the voluntary demotion list, they will be invited to an interview provided they meet the Minimum Qualifications. There is no guarantee of a job offer for an employee on the voluntary demotion list as they must competitively compete for the Position.

*Career Change Demotion:* Employee voluntarily and successfully competed in a recruitment and selection process conducted by the Human Resources Department and was referred and selected by the Hiring Authority.

*Involuntary Demotion:* This action is not entirely voluntary on the part of the employee. An involuntary demotion may be an outcome of disciplinary action.

For *Voluntary and Involuntary Demotion*, except demotion in lieu of layoff, the employee must have previously held the lower-level County Classification, or the Classification is a lower-level Classification within the employee's same Classification series.

This section does not apply to:

- Initial County Probationary status
- Limited Term Appointment status
- Temporary status including Seasonal Temporary and On-Call Relief
- Less than Half Time Regular Part-Time Positions
- County Executives under employment contract with the Board of County Commissioners
- Department Executives and other County Administrator designated county Positions under employment contract with the County Administrator.

- Positions within Office of County Counsel under employment contract with the County Counsel.

### I. [Rehire Reinstatement](#)

Appointing Authorities have the option of filling a vacant position by rehiring a former regular status employee who has left County employment within the previous six months.

Any rehire reinstatement must meet eligibility criteria, be approved by Human Resources Department, and be submitted as a reinstatement on a Personnel Action form.

No guarantee of reemployment exists to former employees. Hiring Management may approve or deny a request for reinstatement.

#### *Eligibility Criteria:*

1. Prior to resignation from County employment, employee completed initial County probationary period and reached regular status, and submitted at least a two (2) weeks notice of resignation.
2. Reinstatement is to vacant position within same department and classification, and within six (6) months from effective date of employee's resignation.
3. Former employee meets all current pre-employment requirements. All current pre-employment requirements must be cleared even if employee had previously cleared them while originally employed with the County.

If an Appointing Authority, through a County recruitment and selection process, rehires a former employee into the same classification as they previously held and the former employee meets the criteria for rehire reinstatement, the former employee's rehire Placement Event will be conducted as outlined in the Rehire Reinstatement section of the Pay Administration Policy.

### J. [Supervisory & Confidential Employee Exemptions From Bargaining Unit](#)

The Human Resources Department is responsible for reviewing the duties and authority assigned to the Position and determining the appropriate bargaining unit or management group. The Human Resources Department complies with the Oregon Revised Statutes definitions for supervisory or confidential employee.

## VII. ACCESS TO POLICY

Access to this administrative policy will be:

- Filed in the County's policy management system, Power DMS
- Posted to the County's internet.

## VIII. ADDENDA

### EPPs Containing Additional Relevant Information

- [EPP 21 - Position Allocation and Job Requisition Procedures](#)

- [EPP 71 - Pay Administration](#)

For additional information regarding the Reclassification and refill of an existing Position and to establish a new Position, refer to *EPP 21 Position Allocation and Job Requisition Procedures*.

For information regarding the pay impacts to an employee as a result of a Reclassification and/or Salary Grade Adjustment, refer to *EPP 71 Pay Administration*.



<input checked="" type="checkbox"/> Administrative Policy
<input type="checkbox"/> Operational Policy

### Clackamas County Policy

Name of Policy	Pay Administration	Policy #	EPP 71
Policy Owner Name	Evelyn Minor-Lawrence	Effective Date	3/14/2026
Policy Owner Position	Human Resources Director	Approved Date	3/10/2026
Approved By	Gary Schmidt, County Administrator	Next Review Date	3/14/2029

## I. PURPOSE AND SCOPE

To communicate the requirements for setting pay on initial appointment and throughout employees' tenure with the County to ensure equitable and consistent administration of pay practices across County departments.

This policy applies to Clackamas County departments, offices, and districts covered by Human Resources personnel administration.

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## II. AUTHORITY

This policy is established by the County Administrator’s administrative rule-making authority pursuant to County Code 2.09.060.E.

Federal and state regulations, primarily federal Fair Labor Standards Act (FLSA) and State of Oregon Revised Statutes, and Oregon Equal Pay Act.

## III. GENERAL POLICY

Employees will be compensated at pay rates within or at the minimum and maximum of the salary range set for their Classification/job. The following factors may be used when making pay decisions:

- seniority system,
- merit system,
- education,
- training,
- experience,
- or any combination of these factors as provided in these rules or a collective bargaining agreement.

Compensation decisions for initial salary placement to County employment are based on Bona Fide Factors as described in this policy.

## IV. DEFINITIONS

- A. Base Pay Rate: The rate or step in the range of the Compensation Plan to which the employee’s position/classification is assigned. Base Pay Rate does not include any add-to-pay.

- B. Bona Fide Factors: Factors that may lawfully be considered in determining the compensation difference between employees who perform Work of Comparable Character (WCC).
- C. Classification: A group of positions with shared or similar duties, responsibilities and Minimum Qualifications to permit grouping under a common title and description.
- D. Classification Advancement Path: A documented plan that establish criteria, including knowledge, licenses/certifications, skills and abilities that an employee is required to demonstrate in order to be eligible for advancement to the higher-level Classification. Some plans require completion within specified timeframes.
- E. Compensation Plan (Pay Plans): Describes the salary grades, minimum pay rates, and maximum pay rates for each County Position or Classification.
- F. Employee: A person who has been directly hired by Clackamas County to perform work for wages or salary. This does not include independent contractors, temporary agency employees, volunteers, unpaid interns, or participants in training administered under a state or federal assistance program.
- G. Equal Pay Analysis (EPA): An Equal Pay Analysis evaluates the County's pay practices to identify and correct pay inequities, if any, between employees who perform Work of Comparable Character.
- H. EPA Experience: The number of years and months of documented experience determined to be at the same level/equivalent to the scope and levels of responsibility and accountability to the position being filled.
- I. EPA Seniority: The number of years and months of Clackamas County employment used in an Equal Pay Analysis.
- J. Minimum Qualifications: Minimum Qualifications are the minimum amounts of education or experience and the minimum level of knowledge, skills, abilities, licensures, certifications and other job-related requirements that must be met for a candidate to be considered for a Position.
- K. Oregon Equal Pay Act (OEPA): An Oregon law that makes it an unlawful employment practice for any employer to discriminate in the payment of wages or other compensation between employees who perform Work of Comparable Character because of their gender, race, age, or other protected characteristic.
- L. Placement Event: A Hire, Re-hire, Reclassification, Transfer, Promotion, Demotion, or Salary Grade Adjustment is a Placement Event, which means, if approved, will result in a compensation review.
- M. Position: A group of duties and responsibilities designed to be performed by the employment of one qualified individual. Multiple positions can be assigned to one Classification.
- N. Position Review: Process used by Human Resources to assign each Position to the correct Classification. The goal is to assure that the same title, salary range, qualification requirements, training, performance standards, etc. are applied uniformly to all Positions similar in responsibilities, duties and skills.
- O. Promotion: When an existing employee is hired into a different classification with a higher salary range.

- P. **Reclassification:** A process/action that changes the Classification assignment of a Position (vacant or filled by an employee) based on changes in the scope, duties and responsibilities of the work assigned.
- Q. **Salary Placement Assessment (SPA):** A process to determine an equitable Base Pay Rate upon review of a candidate or employee's Bona Fide Factors and the Minimum Qualifications of their Position.
- R. **Transfer:** Movement of an eligible employee to a different Position within the same Classification. A Transfer occurs within the employee's current department (Intra) or results in movement to a different department/appointing authority (Inter), and may be voluntary or involuntary.
- S. **Work of Comparable Character (WCC):** Work that requires substantially similar knowledge, skills, effort, responsibility, and working conditions in the performance of work regardless of Position Description or job title.
- T. **Work Out-of-Classification:** When an employee is assigned and/or authorized to perform duties of a higher paid Classification for a limited span of time.

## V. POLICY GUIDELINES

### Compensation Plan

The Department of Human Resources is responsible for maintaining the Compensation Plan and presenting the County Administrator with information as to the adequacy of the County's Compensation Plan. The County Administrator has the final authority over the Compensation Plan.

Salary grades and associated ranges within the Compensation Plan will be established based on Work of Comparable Character, availability of labor, market pay rates, and financial conditions of the County. The County Administrator shall approve compensation of all jobs covered by the Classification Administration and Pay Administration Policies.

### Salary Grade Adjustments (Salary Grade Changes)

The County Administrator, based on the Department of Human Resources' recommendations, may approve adjustments in salary grade(s) as necessary to attract and retain competent employees and to ensure internal pay equity between the various Classifications. Such Salary Grade Adjustments are to be distinguished from salary increases based on time in classification or exceptional performance.

### Cost of Living Adjustment (COLA)

The County may adjust the Compensation Plan by applying a COLA. The County follows a practice of aligning a COLA percentage to an identified US Consumer Price Index. A COLA may be influenced by Collective Bargaining Agreement (CBA) language.

### Minimum Wage

The County complies with the minimum Base Pay Rate as established by the State of Oregon.

## Minimum Qualifications of Classifications

Each Classification and position have Minimum Qualifications which are established based on the specialized knowledge and responsibilities of the work performed. Minimum Qualifications include experience, education, training and/or certification, skills and abilities. Every employee and referred candidate must meet the established Minimum Qualifications.

Meeting the Minimum Qualifications for a Classification correlates to an equitable Base Pay Rate at the minimum of the salary range for employees and referred candidates. Exceeding the Minimum Qualifications typically correlates to a Base Pay Rate above the minimum of the salary range.

For the purposes of determining pay for a candidate/employee, Clackamas County uses three Bona Fide Factors: EPA Seniority (seniority system), EPA Experience (experience), and performance (merit system) to the extent these factors are documented and can be verified.

Employees who perform Work of Comparable Character must be paid the same unless the entire difference is based on one or more Bona Fide Factors applied in a consistent manner.

## Upward Action Determination

There are a variety of Placement and post-Placement Events that change an employee's current salary grade, and therefore, may impact an employee's Base Pay Rate. Human Resources Department, Classification and Compensation uses a 4.0% comparison to determine if an action is upward in nature. An upward action occurs when the maximum hourly pay rate of the new salary range is at least 4.0% higher than the maximum hourly pay rate of the current salary range.

## Probation Associated with Placement Events

There are a variety of Placement Events that require an employee to serve an amount of time in a probationary status. This probation is in addition to and not the same as the initial probation an employee serves as a new hire or rehire to the County. There may be situations where these two distinct probation timeframes are served concurrently or where the overall amount of time an employee serves in a probationary status is lengthened to complete both probation timeframes. The duration of these required probation periods is never shortened.

## Red Circle or EPA Related Base Pay Rate Freeze

Under rare circumstances during a Placement Event, Human Resources may recommend continuing the Base Pay Rate of an employee if the employee's Base Pay Rate is above the maximum pay rate of a Placement Event's salary range. This action is referred to as a red circle and requires County Administrator approval. If red circling is approved, the employee's Base Pay Rate will be held constant, which means the employee will not be eligible to receive pay adjustments such as salary increases and Cost-of-Living Adjustments, until the salary range of their position/classification exceeds the red circled Base Pay Rate.

Under certain circumstances, if an employee is found to be above the expected pay rate because of an Equal Pay Analysis, the County may apply an EPA Freeze to hold the base pay rate constant as other employees come into alignment.

## VI. PROCESS AND PROCEDURES

### Placement Event: Entrance Salary (New Hire / Rehire)

With any Placement Event, Classification and Compensation will conduct a Salary Placement Assessment (SPA) to determine an equitable Base Pay Rate based on the applicant or employee's Bona Fide Factors. The Base Pay Rate must be a rate within the salary grade/range of the applicant or employee's new Classification.

The following procedures will be used to ensure accuracy and equity for all new hires and rehires:

1. The applicant or employee will be given an opportunity to describe their relevant prior external and internal experience. External experience is experience gained with any other employer, committee, association and organization. Internal experience is experience gained while working in the County's employment. In compliance with Oregon EPA, the County does not seek the salary history of a new hire applicant.
2. Classification and Compensation will compare the applicant or employee's EPA Experience against the Minimum Qualifications for the Position.
  - A. If an applicant or employee's EPA Experience meets, but does not exceed, the Minimum Qualifications for the Position and the employee does not have EPA Seniority, Classification and Compensation will offer the minimum pay rate or first step in the salary range as the Base Pay Rate.
  - B. If an applicant or employee's EPA Experience exceeds the Minimum Qualifications for the Position, Classification and Compensation may offer a Base Pay Rate higher than the minimum pay rate or first step in the salary range. The offered rate will be commensurate with how much EPA Experience the applicant or employee has beyond the Minimum Qualifications for the Position, and/or the County EPA Seniority if applicable. For salary ranges that utilize steps, the offered rate will be the closest step.
  - C. The maximum Base Pay Rate that may be offered to an applicant with no County EPA Seniority within the last three years is 5% below the maximum pay rate within the relevant salary range.
  - D. An employee rehired, including a retiree, is not guaranteed the same Base Pay Rate they had at the time they left the County's employment. The Base Pay Rate at rehire may be higher or lower, depending on the outcome of the Salary Place Assessment as described above.
    - i. Associated with this Placement Event, unless specified otherwise in a collective bargaining agreement:
    - ii. Probation is twelve (12) calendar months from date of hire/rehire. This Probation does not apply to Temporary, Seasonal Temporary, On-Call status, nor Non-represented Employment Agreement positions.

- iii. Salary Increase Eligibility Date is first of the month following six (6) full calendar months from date of hire/rehire, and then on an annual cycle from that date.

### Placement Event: Rehire Reinstatement into Same Classification

Base Pay Rate: The Base Pay Rate for a former employee reinstated to an eligible vacant Position within the Classification held at time of resignation will be determined by considering both methods listed below, applying the method that yields the higher pay rate.

1. Human Resources will complete a Salary Placement Assessment in the same manner as a Placement Event in accordance with the provision of the Oregon Equal Pay Act.
2. A review of the Base Pay Rate at time of resignation from the County. Employee is offered the higher of the two rates, not to exceed the maximum of the salary range.
  - A. Associated with this Placement Event, unless specified otherwise in a collective bargaining agreement:
  - B. Probation is not applied, unless employee was serving a non-initial County probation which would be reinstated.
  - C. Salary Increase Eligibility Date is first of the month following six (6) full calendar months from date of reinstatement, and then on an annual cycle from that date.
3. Placement Event for Rehire Reinstatement into Same Classification does not apply to:
  - A. Initial County Probationary status
  - B. Limited Term Appointment status
  - C. Retiree status
  - D. Temporary, Seasonal Temporary, On-Call status
  - E. Non-represented Employment Agreement Positions

### Post Placement Event: Salary Increase

New employees or promoted employees who meet performance expectations are eligible for advancement to the next step or applicable percentage increase within the salary grade for their Classification on the first of the month following six (6) months from their first day of work in the Position.

Thereafter, employees who continue to meet performance expectations are eligible for a salary increase at the conclusion of twelve (12) months of continuous service since their last in-grade salary adjustment other than an approved exceptional increase. Eligibility for salary increases shall continue in this manner until employees reach the last step or maximum rate in their respective salary grade.

Temporary and Less than Half Time Part-Time Employees are eligible for additional merit reviews within their job's salary grade after every two years of employment with no break in service following their last merit review. Based on the number of annual hours worked during the first year within the two year period and no breaks in service, an employee may be eligible for an additional merit. Merit increase shall be three and one-half percent (3.5%).

*Denial or Deferral of Salary Increase:* An employee whose salary increase is denied may be eligible for an increase following an additional six-month period during which successful performance is monitored and documented. If such a salary increase is granted, the employee's new date of eligibility for a salary increase shall be one year from the date of the last salary increase.

*Exceptional Salary Increase:* An Appointing Authority may request an exceptional increase for an employee when the employee's performance is outstanding in relation to other employees in the same department, and the employee's outstanding performance is documented according to a written performance evaluation. This request is reviewed by Classification and Compensation with a recommendation presented to the County Administrator for final decision and approval. This recommendation includes a review of the reasoning cited for the increase, review of Bona Fide Factors used for the Work of Comparable Character group and the internal alignment based on those factors. The amount of an exceptional increase is limited to the maximum amount of a regular salary increase or one step, not to exceed the maximum of the range. Exceptional increases will not affect an employee's established salary increase date.

#### Placement Event: Salary Grade Adjustment (Salary Grade Change)

A Salary Grade Adjustment that results in an increase or decrease to the minimum and/or maximum pay rates of the range may require a review of the impacted employees' Base Pay Rates.

Classification and Compensation will consider the employee's current pay rate in relation to the new salary grade and based on the Bona Fide Factors considered in the Salary Placement Assessment process, may adjust the employee's Base Pay Rate. An employee's base pay rate within the new salary range will not be reduced as a result a Salary Grade Adjustment unless it exceeds the maximum pay rate of the new salary range. If it exceeds, the employee's Base Pay Rate will be reduced to the maximum of the new salary range.

Associated with this Placement Event:

- a. Probation is not impacted.
- b. Salary Increase Eligibility Date is not impacted.

#### Placement Event: Promotion

The new Base Pay rate for a promoted employee will be determined by considering both methods listed below, applying the method that yields the higher pay rate.

- 1 Human Resources will complete a Salary Placement Assessment in the same manner as a Placement Event in accordance with the provision of the Oregon Equal Pay Act.
- 2 An increase of 3.5% to the employee's Base Pay Rate, not to exceed the maximum of the new Classification's salary range.
- 3 Associated with this Placement Event, unless specified otherwise in a collective bargaining agreement:
  - A. Probation is six (6) full calendar months from date of Promotion.
  - B. Salary Increase Eligibility Date is adjusted to the first of the month following six (6) full calendar months from date of Promotion, and then on an annual cycle from that date.

- 4 Placement Event for Promotion does not apply to:
  - A. Temporary, Seasonal Temporary, On-Call status
  - B. Non-represented Employment Agreement Positions

### Promotion via Classification Advancement Plan

The Human Resources Director has authority to approve formal Classification Advancement Plans (Training and Development Plan/Promotional Path). If the Classification is represented, Union approval is also required.

Classification and Compensation and Department management work closely to design formal Classification Advancement Plans where appropriate. Approved plans are maintained by the Human Resources Department. Classification Descriptions will include language designating the Classification as having an approved Classification Advancement Plan.

When an employee successfully completes the Classification Advancement Plan and is therefore deemed qualified, the following applies:

1. *Promotion to a Vacant Position:* When a vacancy occurs, management may request a list of employees on the internal eligibility register, *or*
2. *Promotion Within Same Position:* When the Classification states a required timeframe, the employee must successfully complete the training and development program within the required timeframe and be promoted.
3. Base Pay Rate determination: Human Resources will assign a new Base Pay Rate as outlined in the Classification Advancement Plan or by completing a Salary Placement Assessment as per Placement Event: Promotion.

### Placement Event: Reclassification

1. Upward Reclassification:

The new Base Pay Rate following Reclassification will be determined by considering both methods listed below, applying the method which yields the higher rate.

- A. Human Resources will complete a Salary Placement Assessment, in accordance with the provision of the Oregon Equal Pay Act.
- B. A 3.5% (or one step) increase above the employee's Base Pay Rate immediately prior to the date of Reclassification, not to exceed the maximum of the higher Classification's salary range.

2. Other Reclassifications:

Employee's Base Pay Rate will be determined by considering both methods listed below, applying the method that yields the higher pay rate.

- A. Human Resources will complete a Salary Placement Assessment, in accordance with the provision of the Oregon Equal Pay Act.

- B. Employee's Base Pay Rate immediately prior to the date of Reclassification, not to exceed the maximum of the new Classification's salary range.

*Effective date of Reclassification:* Employees who meet the reclassification criteria will be reclassified effective the date the employee completes and signs a Position Questionnaire. Effective date may be adjusted if the employee does not meet Reclassification criteria at the time the employee signed the Position Questionnaire.

If an employee is reclassified/reassigned into a newly developed classification, the effective date will be the date the new classification was approved by the County Administrator. The employee's merit date shall be changed to the first of the month following six (6) full months from the effective date of the reclassification, and every twelve (12) months thereafter of continuous service until reaching the maximum of the grade.

Associated with this Placement Event, unless specified otherwise in a collective bargaining agreement:

- A. Effective Date: The date the employee completed and signed a Position Classification Questionnaire (PCQ).
  - i. Effective date may be adjusted where the employee did not meet Reclassification criteria at the time the employee signed the PCQ.
- B. Effective Date for Reclassification to a new Classification: The date the new classification was approved by the County Administrator.
  - ii. Effective date may differ if specified in approved staff report.
- C. Probation is six (6) calendar months from date of Upward Reclassification.
  - iii. Other Reclassifications: no Probation.
- D. Salary Increase Eligibility Date for Upward Reclassification is first of the month following six (6) full calendar months from effective date of reclassification, and every twelve (12) months thereafter of continuous service until reaching the maximum of the salary grade.
  - iv. Other Reclassifications: no change to Salary Increase Eligibility Date.
- E. Placement Event for Reclassification does not apply to:
  - v. Temporary, Seasonal Temporary, On-Call status

### Personnel Action/Placement Event: Transfer With Different Salary Range

In unique cases where the same classification may carry a different salary range, the transfer is considered a Placement Event and as such, Base Pay Rate will be determined by considering both methods listed below, applying the method that yields the higher pay rate.

1. Human Resources will complete a Salary Placement Assessment in the same manner as a Placement Event in accordance with the provision of the Oregon Equal Pay Act.
2. Employee's Base Pay Rate immediately prior to the date of Transfer.

Associated with this Placement Event, unless specified otherwise in a collective bargaining agreement:

- A. Probation is six (6) full calendar months from date of Transfer.
- B. Salary Increase Eligibility Date is not changed. A performance review will be conducted by new supervisor six (6) months from date of Transfer.

Impact of Transfer to benefits and seniority:

Accrued Sick Leave	Retained, as allowed by new Position's collective bargaining agreement and/or applicable policies including if changing FTE.
Accrued Vacation	
Compensatory Time	Employee does not lose any accrued compensatory time. As agreed upon by the current and new appointing authorities, accrued compensatory time is: <ul style="list-style-type: none"> <li>1) transferred with employee,</li> <li>2) paid by current appointing authority prior to transfer,</li> <li>or</li> <li>3) used by employee prior to transfer.</li> </ul>
Longevity Dates/Credit	Retained, unless new Position is subject to different non-represented policies or collective bargaining agreement language. Any change to insurance benefits will be effective the first of the month following the date of Transfer.
Seniority	
Insurance Benefits	

Placement Event: Entrance Into Classification with Lower Salary Range via:

- Voluntary Demotion
- Voluntary Demotion in Lieu of Layoff
- Involuntary Demotion
- Career Change Demotion
- Reassignment – ADA/Worker's Compensation

These actions result in the movement of an employee to a Position in a new Classification that carries a lower salary range.

Human Resources will determine the New Base Pay Rate by completing a Salary Placement Assessment in the same manner as a Placement Event in accordance with the provision of the Oregon Equal Pay Act.

*Involuntary Demotion:* Classification and Compensation will conduct a Salary Placement Assessment similar to voluntary and career change demotions, unless otherwise specified in a disciplinary action.

Associated with this Placement Event, unless specified otherwise in a collective bargaining agreement:

- A. Probation is six (6) full calendar months from date of entrance.
- B. Salary Increase Eligibility Date is first of the month following twelve (12) full calendar months from date of entrance, and then on an annual cycle from that date.

- C. Career Change Demotion: Salary Increase Eligibility Date is first of the month following six (6) full calendar months from date of entrance, and then on an annual cycle from that date.

Placement Event for Entrance into Classification with Lower Salary Range, excluding for Reassignments – ADA/Worker’s Compensation, does not apply to:

- A. Temporary, Seasonal Temporary, On-Call status.

Demotion in Lieu of Layoff does not apply to Limited Term Appointment Status.

#### Placement Event: [Appointment from Layoff Register](#)

This Placement Event applies to situations where an appointment is made from a recall/layoff list for a current or former employee to return to a vacant Position within the Classification held at time of layoff from the County/reclassification.

Base Pay Rate: The Base Pay Rate will be determined by considering both methods listed below, applying the method that yields the higher pay rate.

1. Human Resources will complete a Salary Placement Assessment in the same manner as a Placement Event in accordance with the provision of the Oregon Equal Pay Act, unless specified otherwise in a collective bargaining agreement.
2. A review of the Base Pay Rate at time of layoff/reclassification or placement on layoff list plus cost-of-living adjustments and other Salary Grade Adjustments. Employee is offered the higher of the two rates, not to exceed the maximum of the salary range.
3. Associated with this Placement Event, unless specified otherwise in a collective bargaining agreement:
  - A. Probation is six (6) full calendar months from date of recall if different workgroup and/or department.
    - i. No probation if return to same or similar workgroup within the department.
  - B. Salary Increase Eligibility Date is first of the month following six (6) full calendar months from date of recall, and then on an annual cycle from that date.
4. Placement Event for Recall/Layoff List does not apply to:
  - A. Limited Term Appointment status
  - B. Temporary, Seasonal Temporary, On-Call status
  - C. Non- represented Employment Agreement Positions
  - D. Initial County Probationary status

#### Placement Event: [Work Out-of-Classification](#)

To facilitate operations, management may assign employees work to fulfill a role or need that is outside the scope of the employee’s current Classification.

Work Out-of-Classification (WOC) is a form of add-to-pay which occurs when an employee is assigned and/or authorized to perform duties of a higher paid Classification for a limited span of time. At the conclusion of a paid WOC assignment, the WOC add-to-pay is removed.

WOC is intended to apply only to work situations where the difference between work levels and duties and responsibilities are clear, where the employee meets the criteria for a WOC assignment, and the intent is temporary in nature.

WOC does not:

- Apply when additional supervisory responsibilities or other newly assigned duties are described in the employee's current classification.
- Provide higher level pay for an employee who gradually or through normal assignment believes they are working at a higher Classification level. This situation is to be addressed through Classification and Compensation's Position Review process.
- Provide higher level pay for an employee in a developmental status where the employee is completing a formal Classification Advancement Plan or other training plan, or is assigned some duties of a higher-level Position. As the employee in a developmental status is not fully performing the work of a higher level classification, and may not meet the Minimum Qualifications of the higher level classification, no WOC pay would be granted.
- Change existing status accruals such as seniority, eligibility for salary increases, vacation, and other benefits at the higher classification level

Criteria for Work Out-of-Classification:

Work Out-of-Class may be continuous or hourly. In order to perform continuous out of class work (previously TOC) or hourly out of class work (previously SOC), employees must meet the following criteria:

- Meet the higher Classification's Minimum Qualifications to perform approved out of class work.
- Perform approved out of class work for the majority of the employee's time during the assignment, which is understood to be a minimum of 75% of the employee's time during the assignment.
- Work out of class assignment is designated continuous, not hourly, when management's intent for the assignment is a minimum of 30 consecutive days unless specified otherwise in a collective bargaining agreement.

Management is responsible for processing a Personnel Action form and monitoring the duration of assignment and end date.

*Continuous Work Out-of-Class (WOC1)*: The continuous add-to-pay rate will be determined by considering both methods listed below, applying the method that yields the higher pay rate, not to exceed max of designated Classification's salary range.

1. Human Resources will complete a Salary Placement Assessment in the same manner as a Placement Event in accordance with the provision of the Oregon Equal Pay Act.

2. A 3.5% (or one step) increase above the employee's Base Pay Rate, not to exceed the maximum of the higher Classification's salary range.
3. An employee will typically receive WOC1 pay effective the date the assignment began.

*Hourly Work Out-of-Class (WOC2):* Determination of pay for Hourly Work Out-of-Class pay is 3.5% of base hourly rate or to the minimum of the range, whichever is higher, not to exceed max of designated Classification's salary range.

For rare circumstances where Classification and Compensation has approved a WOC assignment for an employee who has been authorized to perform work outside the scope of their current Classification that is higher level, clearly defined, and the majority of the employee's time but not described by an existing Classification, the WOC add-to-pay rate is 3.5% (or one step) increase above base hourly pay rate.

*Work Out-of-Class During Position Reviews:* It is not appropriate to place an employee into a WOC1 or WOC2 status during a PCQ Review/Reclassification request. As part of Classification and Compensation's process for PCQ Reviews/Reclassification requests, an employee's time spent working out of Classification will be identified. At the conclusion of the PCQ review, any identified retroactive work out of Classification time will be calculated by Payroll.

Refer to Collective Bargaining Agreement language for premium pay related to designated trainers/training officers/field training officers.

This Placement Event for Work Out-of-Classification does not apply to:

- A. Temporary, Seasonal Temporary, On-Call status

### Add-To-Pay: Bilingual Pay

Employees who have passed a bilingual proficiency test and are serving in positions designated by Departments and Human Resources as bilingual are eligible to receive the bilingual add-to-pay. Bilingual Pay is paid as an additional 5% of base hourly rate.

The bilingual requirements must be documented in the appropriate non-represented or represented classification description, written job description, job posting, and on the position description.

*Continuous Bilingual:* Position requires employee to use second (or more) language, including American Sign Language (ASL), as a condition for holding a particular Position. Requirement is designated on Position Questionnaire and Certification of Bilingual Skills.

*Sporadic Bilingual:* Position does not require the use of second (or more) language, including American Sign Language (ASL), as a condition for holding a particular Position, but employee is authorized by their supervisor to utilize their bilingual skills in a sporadic nature. and when filling in for a bilingual required Position.

Required Use or Sporadic Use must be documented by an approved certification of bilingual requirement form and required per the classification.

Sporadic Use: Employee is paid for actual time performing bilingual duties, rounded up to the nearest fifteen minutes. Sporadic Bilingual Pay does not apply to non-represented positions.

### Special Pay Considerations for Designated Non-represented Positions/Classifications

The County Administrator holds the authority to approve special pay in a manner that is compliant with federal, state, and local laws. In approving special pay and designating a specific non-represented Position(s)/Classification(s) as eligible for special pay, the County Administrator will consider Classification and Compensation's OEPA analysis and recommendation conducted on a request from an Appointing Authority. Approved special pay will document the eligibility criteria, Bona Fide Factors, and terms of the special compensation. Special pay may be discontinued at any time on a prospective basis at the County Administrator's discretion.

The County Administrator also holds the authority to designate specific non-represented Classifications/Positions for employment agreement status. Employment agreements may include language regarding the employee's eligibility for merit system compensation.

### EPPs Containing Additional Relevant Information

- [EPP 21 – Position Allocation and Job Requisition Procedures](#)
- [EPP 70 – Classification Administration](#)

For additional information regarding the Reclassification and refill of an existing Position and to establish a new Position, refer to *EPP 21 Position Allocation and Job Requisition Procedures*.

For information regarding the actions and processes that impact or change an employee's Classification, refer to *EPP 70 Classification Administration*.

## VII. ACCESS TO POLICY

Access to this administrative policy will be:

- Filed in the County's policy management system, Power DMS
- Posted to the County's internet.

## Personnel Ordinance/EPP 70 &amp; 71 Crosswalk

Personnel Ordinance Language Requesting Removal	Relevant EPP	Notes
<p><b>2.05.040.4 Special Conditions - Unclassified Service</b></p> <p>3. Unclassified employees are not subject to the following Employment Policies and Practices (EPP's) established by the Department of Employee Services:</p> <ul style="list-style-type: none"> <li>• EPP 16 - Transfer Policy;</li> <li>• EPP 19 - Classification/Compensation Review Panel;</li> </ul> <p><b>B.</b> Before filling a vacancy in any position in the unclassified service, the appointing authority, in consultation with the Department of Employee Services, and with the approval of the Board of County Commissioners, shall establish the qualifications for the position. Such qualifications shall be filed with, and enforced by, the Department of Employee Services.</p> <p><b>C.</b> The Department of Employee Services, with the approval of the Board of County Commissioners, may prescribe regulations governing employment and compensation schedules for unclassified positions.</p> <p>[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 04-2007, 4/26/07; Amended by Ord. 01-2009, 2/5/09; Amended by Ord. 05-2009, 10/29/09]</p>	<p><b>EPP 70 Classification Administration EPP 71 Pay Administration</b></p>	
<p><b>2.05.050 Classification Of Positions</b></p>	<p><b>EPP 70 Classification Administration EPP 71 Pay Administration</b></p>	
<p><b>2.05.050.1 Classification Plan</b></p> <p>The Department of Employee Services shall prepare and maintain a classification plan based on an analysis of organization of departments and the duties and responsibilities of each position in the County service. A classification is a group of positions sufficiently similar in duties, authority, and responsibility to permit grouping under a common title and which would call for similar qualifications and the same schedule of pay. Positions within the same occupational family are grouped together according to organizational structure and the responsibility and difficulty of tasks assigned to the positions.</p> <p>The classification title shall be the official title of every position allocated to the classification for the purpose of personnel actions and shall be used on all payrolls, budget estimates and official records and reports relating to the position. Any other working title desired and authorized to be used by the appointing authority may be used as a designation of any position for the purposes of internal administration or in contacts with the public.</p> <p>[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 05-2009, 10/29/09]</p>	<p><b>EPP 70 Classification Administration Sections III and V(A)</b></p>	<p>No significant policy or authority changes.</p>
<p><b>2.05.050.2 Classification Specifications</b></p> <p>Classification specifications shall be written and maintained for each classification in the County service. The specifications shall include an appropriate title; identify the general characteristics of the kind and level of work, description of typical duties, responsibilities, skills and knowledge required; other qualifications, which may include requirements of training and experience; EEO category designation; and other pertinent information.</p>	<p><b>EPP 70 Classification Administration Section V(A)</b></p>	<p>No significant policy or authority changes.</p>

<p>The definitions in classification specifications are descriptive and not restrictive. They are intended to outline the general duties and are not intended to prescribe the specific duties of a given position. Nothing in the classification specification is to be interpreted as limiting the power of an appointing authority to modify or alter the detailed tasks involved in the duties of any position, as long as they remain within the general definition of the classification. The Department of Employee Services may modify qualification requirements or task statements for a given job announcement to include substitute equivalent requirements for selective recruitments, or to more clearly identify necessary qualifications.</p> <p>[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 05-2009, 10/29/09]</p>		
<p><b>2.05.050.3 Classification Review</b></p> <p>The Department of Employee Services shall review positions in the County service to ensure their appropriate classification.</p> <p>The Department of Employee Services shall consult with department or major division directors prior to the recommendation of any classification changes.</p> <p>Classification reviews may include but are not limited to: reviews of new positions, reviews resulting from organization changes, reviews directed by the Board of County Commissioners or as initiated by the Director of Employee Services, and approved reviews initiated by employee requests.</p> <p>[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 05-2009, 10/29/09]</p>	<p><b>EPP 70 Classification Administration Section VI(B)</b></p>	<p>No significant policy or authority changes.</p>
<p><b>2.05.050.4 Classification Upgrading</b></p> <p>Classification upgrading occurs when a position is assigned to a different or new classification that carries a higher salary grade. “Higher salary grade” for these purposes means a minimum of 4.0% difference when comparing the maximum hourly rates of pay of the salary grades. Whenever a position is upgraded, the recruitment and selection process will be waived and the incumbent moved to the upgraded position’s classification if: 1) the upgrading has resulted from an incremental change in duties; 2) the incumbent has been in the position performing the higher level duties and responsibilities for a minimum of six (6) months; and 3) the appointing authority and the Department of Employee Services agree that the incumbent possesses the minimum qualifications of the higher level position. If the position held by an employee with regular status is upgraded, and the employee does not possess the minimum qualifications of the higher classification, the employee shall remain in the original classification if a vacant position is available. If no vacant position is available, the employee may be placed on the layoff register, in order of seniority, for referral to the original classification. The salary of an employee who retains regular status in an upgraded position is determined by sections governing compensation for reclassification.</p> <p>[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 05-2009, 10/29/09]</p>	<p><b>EPP 70 Classification Administration Section VI(A); (B)</b></p> <p><b>EPP 71 Pay Administration Section V - Upward Action Determination Sections VI (1) – Placement Event Reclassification</b></p>	<p>No significant policy changes.</p>
<p><b>2.05.050.5 Classification Downgrading</b></p> <p>Classification downgrading occurs when a position is assigned to a different or new classification that carries a lower salary grade. “Lower salary grade” for these purposes means a minimum of 4.0% difference when comparing the maximum hourly rates of pay of the salary grades. An employee whose position has been downgraded shall be placed in the position without competing for the position. An employee whose position has been downgraded shall be placed on the layoff register for their former classification or any equivalent classification for a period of two (2) years from the date of downgrading. Placement on the layoff register will allow referral and consideration for other</p>	<p><b>EPP 70 Classification Administration Section VI(A); (B); (C)</b></p>	

<p>positions within the same or equivalent classifications as the position held prior to classification downgrading. The order in which names will be placed on the layoff register shall be based upon seniority. An “equivalent classification” is defined as one requiring both the same kind of knowledge and the same degree of skills. Demonstration of the employee's skills and knowledge in appropriate selection procedures may be required by the Department of Employee Services or appointing authority prior to being placed in another position in the former or equivalent classification.</p> <p>A downward reclassified employee will have no changes made to salary increase eligibility date or to an existing probationary period. At the request of the Department Director, the County Administrator may authorize continuation of the same salary rate as an employee received prior to a downgrading of the position (a "red circle"). The employee receiving a red circle pay rate shall receive no future salary increases until the salary grade of the position exceeds the "red circle" rate.</p> <p>[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 05-2009, 10/29/09; Amended by Ord. 03-2016, 8/11/16]</p>	<p><b>EPP 71 Pay Administration Section V - Red Circle or EPA Related Base Pay Rate Freeze</b></p> <p><b>Sections VI (2) – Placement Event Reclassification</b></p>	
<p><b>2.05.050.6 Classification Review Of New Positions</b></p> <p>When a new, regular position is approved by the County Administrator, a position requisition and position classification questionnaire shall be submitted to the Department of Employee Services. The Department of Employee Services shall review the proposed duties and responsibilities of any new position added to the Classified Service and determine the appropriate classification and compensation. At the request of the County Administrator, the Department of Employee Services shall also review position requisitions with regard to the need for the position. A new position shall not be filled until the Board of County Commissioners approves the position requisition, and budgetary allocation for the new position.</p> <p>[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 05-2009, 10/29/09; Amended by Ord. 03-2016, 8/11/16]</p>	<p><b>EPP 70 Classification Administration</b></p>	<p>No significant policy changes.</p>
<p><b>2.05.050.7 Classification Review Resulting From A Reorganization Of A Department Or Unit</b></p> <p>Whenever a department or a unit is reorganized, the Department of Employee Services and the appointing authority shall review the potential impact of the reorganization to the employees’ classification and compensation in order to determine if approval is required by the County Administrator. In any reorganization, regular employees shall be placed in classifications with equivalent salary grades, if such positions are available and appropriate. Whenever positions are transferred from one appointing authority to another without significant change in duties, employees with regular status shall retain rights to such positions.</p> <p>A position may be upgraded as a result of a department or division reorganization. When this occurs, the Department of Employee Services in consultation with the appointing authority, shall determine whether a reclassification or a selection procedure is appropriate for filling the position. In determining if the recruitment shall be promotional only or open-competitive the following shall be considered: analysis of job duties, availability of internal applicants and occupational standards.</p> <p>Employees who successfully compete in a recruitment and selection process and are appointed to a higher level classification shall be subject to the policies governing compensation and probationary periods for promotion. Employees who are unsuccessful in completing the required probationary period shall be demoted to the previously held classification if positions are open and available. If no such positions are available, the employees may be removed from the upgraded position and placed on the layoff register in order of seniority for referral to their previously held classification. If employees return to the classifications held prior to upgrading, their salary grade</p>	<p><b>EPP 70 Classification Administration Section VI(D)</b></p>	

<p>and step shall return to those that would have applied had the employees not been upgraded. Rules of layoff shall apply when reorganization results in a surplus of employees. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 05-2009, 10/29/09]</p>		
<p><b>2.05.050.8 Other Requests For Classification Review</b> An employee may initiate a request for a classification review. Such a request must be made via the appropriate form, typically a position classification questionnaire, provided by the Department of Employee Services. The form shall be submitted through the employee's immediate supervisor and appointing authority, and submitted to the Department of Employee Services. The Director of Employee Services shall consider comments from the employee, the supervisor and the appointing authority and determine if there is a need to conduct a classification review. Within fourteen (14) working days of receipt of a completed document, the Department of Employee Services shall notify the employee and appointing authority whether or not a classification review is to be conducted. If a review will be conducted, the Department of Employee Services shall make a status report to the appointing authority and the employee within sixty (60) calendar days. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 05-2009, 10/29/09]</p>	<p><b>EPP 70 Classification Administration</b></p>	<p>No significant policy changes.</p>
<p><b>2.05.050.9 Notification Of Classification</b> Upon completion of any position review or classification review, the Department of Employee Services shall notify the employee and the appointing authority in writing of the final recommendation. Such final notification shall not be made until the Department of Employee Services has consulted with the appointing authority. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 10/29/09]</p>	<p><b>EPP 70 Classification Administration</b></p>	<p>No significant policy changes.</p>
<p><b>2.05.050.10 Requests For Review Of Classification Determination</b> An employee, appointing authority or recognized bargaining group shall have fourteen (14) calendar days from the date the final recommendation regarding a position review or classification review is mailed to the employee and appointing authority to file any objections of the recommended allocation with the Director of Employee Services as provided in 2.05.230. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05]</p>	<p><b>EPP 70 Classification Administration Section VI(A)(E) – Request for Review</b></p>	<p>No significant policy changes.</p>
<p><b>2.05.050.11 Training Classifications</b> The Director of Employee Services may designate a classification in an occupational field as a trainee or apprentice classification. A trainee classification shall have an outline of the training criteria which an employee is expected to meet as well as a class specification. The training criteria shall include additional experience, education, mandated certification and licensing. Training criteria shall also specify the level of knowledge, skills and abilities that must be demonstrated to be advanced to the higher level classification within a specified time frame. Upon successful work performance evaluation, or successful completion of appropriate selection procedures as outlined in 2.05.070, the incumbent may be promoted to the higher level classification. [Codified by Ord. 05-2000, 7/13/00]</p>	<p><b>EPP 70 Classification Administration</b>  <b>EPP 71 Pay Administration</b></p>	
<p><b>2.05.050.12 Promotive Classifications</b> The Director of Employee Services may designate a classification, or classification series, as promotive. A classification designated as promotive must have a written training and development program, approved by the Director of Employee Services, which shall establish the training criteria which an employee is expected to meet prior</p>	<p><b>EPP 71 Pay Administration Section VI Placement</b></p>	<p>No significant policy changes.</p>

<p>to advancement. The training criteria shall include the knowledge, skills and abilities that an individual is required to demonstrate in order to be eligible for a promotion to the higher level position. An employee who successfully completes the training and development program and is deemed qualified through a promotional appraisal may be placed on the promotional/internal eligibility register for the higher level classification. [Codified by Ord. 05-2000, 7/13/00]</p>	<p><b>Event: Promotion - Promotion via Career Advancement Plan</b></p>	
<p><b>2.05.050.13 Unallocated (Temporary) Employment Classifications</b> Positions classified as unallocated (also known as temporary positions) shall be evaluated against the duties and responsibilities of regular positions. When a temporary position has the same duties and responsibilities of a regular classification, the temporary position shall be paid within the salary grade established for the regular classification. Temporary positions not falling within a current classification may be paid at temporary rates established by the Department of Employee Services and the department and negotiated with the recognized bargaining group, if applicable. Unallocated employees must compete through the competitive selection process in order to be considered for open, regular positions. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 05-2009, 10/29/09]</p>	<p><b>EPP 70 Classification Administration Section V(B) – Policy Guidelines: Classification Assignment of Positions</b></p> <p><b>EPP 71 Pay Administration Section V: Compensation Plan</b></p>	<p>Changes made because of Oregon Equal Pay Act which covers temporary and regular employees the same.</p>
<p><b>2.05.060 Compensation Plan</b></p>	<p><b>EPP 71 Pay Administration</b></p>	
<p><b>2.05.060.1 Maintenance Of Compensation Plan</b> The Department of Employee Services, under direction of the County Administrator, shall maintain a compensation plan. It is the responsibility of the Department of Employee Services to keep the County Administrator informed of the adequacy of the County's compensation plan. The plan shall include for each classification a minimum and a maximum pay rate and such intermediate rates as are considered necessary or equitable. The salary grades shall reflect the relative responsibilities of the classification, availability of labor, prevailing rates of pay and financial conditions of the County. The County Administrator shall assign the compensation of all classified and unclassified positions except for those positions whose salaries are determined under state laws. In determining the amount of compensation thereof, the County Administrator shall give due consideration to the recommendations of the Department of Employee Services and the appointing authority. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 05-2009, 10/29/09]</p>	<p><b>EPP71 Pay Administration Section V – Compensation Plan</b></p>	<p>No significant policy or authority changes.</p>
<p><b>2.05.60.2 Administration Of Compensation Plan</b></p> <p>A. Rates of Pay: Classified employees shall be paid at a rate established within the salary grade for the classification in which they are employed, unless otherwise authorized by the County Administrator.</p> <p>B. Entrance Salary: An employee will be appointed at the entrance rate for each classification. The entrance rate shall be the first step or minimum pay rate in a salary grade established by a collective bargaining agreement or for nonrepresented employees it shall be any rate from minimum to midpoint in the</p>	<p><b>EPP 71 Pay Administration Section VI for Placement Events</b></p>	<p>Language conflicts with Oregon Equal Pay Act and the County's ability to pay employees based on bona fide factors allowed by law to</p>

<p>established salary grade. If an appointment or reinstatement above the entrance rate (“upper-step”) is requested, authorization must be by the Department Director. In determining such requests, the Department Director shall give consideration to qualifications of the candidate, availability of applicants and the resulting salary relationship with other positions.</p> <p>C. Salary Increases: Salary increases are not automatic. Appointing authorities shall recommend to the County Administrator salary increases only for those employees who have demonstrated high standards of work performance. Work performance should be reviewed periodically to determine whether increases have been earned. (Refer to Performance Evaluation 2.05.120.)</p> <ol style="list-style-type: none"> <li>1. Eligibility for Salary Increases: New employees or promoted employees shall be eligible for advancement to the next step or applicable percentage increase within the salary grade for their classification six (6) months from the first of the month following their first day of work in the position. Thereafter, employees are eligible for a salary increase at the conclusion of twelve (12) months of continuous service since their last in-grade salary adjustment other than an exceptional increase. Eligibility for salary increases shall continue until employees reach the last step in their respective salary grade.</li> <li>2. Exceptional Increases: <ol style="list-style-type: none"> <li>a. An appointing authority may request an exceptional increase for any employee when: <ol style="list-style-type: none"> <li>i. The employee’s performance is outstanding in relation to other employees in the same department, and the employee’s outstanding performance is documented according to an approved performance evaluation program; or</li> <li>ii. Other factors exist, such as compression of pay rates, which justify an exceptional increase; and;</li> <li>iii. Funds for such “special” increases are budgeted; and,</li> <li>iv. At least six (6) months have passed since the last “salary” or “step” increase, or last promotion.</li> </ol> </li> <li>b. Exceptional increases must be approved by the Department Director and will be limited to the maximum amount of a regular merit increase or one step. An amount greater than this must be authorized by the County Administrator. Exceptional increases will not affect an employee’s established salary increase date.</li> </ol> </li> <li>3. Interim Increases: An employee whose salary increase is denied may be eligible for an increase following an additional six-month period during which successful performance is monitored and documented. If such a salary increase is granted, the employee’s new date of eligibility for a salary increase shall be one year from the date of the last salary increase. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 05-2009, 10/29/09; Amended by Ord. 05-2014, 9/25/14; Amended by Ord. 03-2016, 8/11/16]</li> </ol>	<p><b>EPP 71 Pay Administration Section VI Post Placement Event: Salary Increase</b></p>	<p>determine pay (seniority and experience).</p>
<p><b>2.05.060.3 Salary Grade Adjustments</b></p> <p>A. General: The compensation plan for County personnel shall provide reasonably competitive grades of pay for each classification. The County Administrator may make adjustments in salary grade(s) as necessary to attract and retain competent personnel and to provide equity between the various classifications. Such</p>	<p><b>EPP 71 - Pay Administration Section V</b></p>	<p>No significant policy or authority changes for making salary</p>

<p>salary grade adjustments are to be distinguished from salary increases. Salary grade adjustments are not intended to give recognition to length or quality of service; rather they are based solely on prevailing rates of pay for the various classes of work in the County service.</p> <p>B. Effect of Salary Grade Adjustments: For Non-Represented employees, when the salary grade for classification is adjusted upward, the pay rate of an incumbent employee is not impacted if their pay rate falls within the new salary grade. If an employee's pay rate falling below the minimum of the new salary grade, it shall be increased to the minimum of the grade. If an employee has been at the top of their salary grade for greater than one year, the employee shall receive the equivalent of one merit increase effective the first of the month following implementation of the new salary grade and be eligible for merit increases annually thereafter until the top of the grade is reached. When the salary grade for a classification is adjusted downward, the pay rate of an incumbent employee is not impacted if their pay rate falls within the new salary grade. If an employee's pay rate falls above the maximum of the new salary grade, the employee's pay rate shall be red-circled. This method for determining individual employee pay rate changes shall be applied consistently to all employees within the affected classification, unless otherwise negotiated with recognized bargaining groups.[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 05-2009, 10/29/09; Amended by Ord. 03-2016, 8/11/16]</p>	<p><b>Compensation Plan</b></p> <p><b>EPP 71 - Pay Administration Section VI Placement Event: Salary Grade Adjustment</b></p>	<p>grade changes within compensation plan.</p> <p>Language conflicts with Oregon Equal Pay Act and the County's ability to pay employees based on bona fide factors allowed by law to determine pay (seniority and experience).</p>
<p><b>2.05.060.4 Request For Review Of Salary Range Recommendations</b></p> <p>An employee, appointing authority or recognized bargaining group shall have fourteen (14) calendar days from the date the salary grade recommendation is mailed by the Department of Employee Services to request a review as provided in 2.05.230. Any review of a salary grade recommendation shall occur prior to the County Administrator's final determination of a salary grade.</p> <p>[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 05-2009, 10/29/09]</p>	<p><b>EPP 70 Classification Administration Section VI (E)</b></p>	<p>No significant policy or authority changes.</p>
<p><b>2.05.060.5 Salary Increases For part-time Positions</b></p> <p>Eligibility for salary increases for part-time or job share regular status employees shall be provided under 2.05.060.2 (C) of this section.</p> <p>[Codified by Ord. 05-2000, 7/13/00]</p>	<p><b>EPP 71 Pay Administration Section VI Post Placement Event: Salary Increase</b></p>	<p>Language conflicts with Oregon Equal Pay Act and the County's ability to pay employees based on bona fide factors allowed by law to determine pay (seniority and experience).</p>
<p><b>2.05.060.6 Hourly Rates</b></p> <p>Hourly rates of pay shall be used for temporary and part-time regular positions. Rates set by such actions shall be based on the established rates for the classification involved. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 05-2009, 10/29/09]</p>	<p><b>EPP 71 Pay Administration Section VI for Placement Events</b></p>	<p>No significant policy changes.</p>
<p><b>2.05.110.2 Duration Of Probationary Period</b></p> <p>An employee who is promoted and was a regular status employee prior to receiving such promotion shall serve a six (6) month probationary period, provided however that if the promoted employee is required to undertake</p>	<p><b>EPP 71 Pay Administration</b></p>	

<p>additional training at the Oregon Department of Public Safety Standards and Training, the promotional probationary period shall be twelve (12) calendar months. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 05-2009, 10/29/09]</p>	<p><b>Section VI Placement Event: Promotion</b></p>	
<p><b>2.05.140.1 Promotion</b>  When an employee is promoted to a classification with a greater salary grade, the employee shall receive the rate of pay within the new grade that most closely approximates a five (5) percent increase, effective on the date of promotion. When an employee is promoted to position that is nonrepresented, the appointing authority will have greater latitude as to the new pay rate. The appointing authority may grant a pay rate higher than 5% but limited to the midpoint of the salary grade. Upper step appointment rules shall apply if the appointing authority requests a rate above midpoint. Rules governing probationary periods and salary increases shall apply to the new position. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05]</p>	<p><b>EPP 71 Pay Administration Section VI Placement Event: Promotion</b></p>	<p>Language conflicts with Oregon Equal Pay Act and the County's ability to pay employees based on bona fide factors allowed by law to determine pay (seniority and experience).</p>
<p><b>2.05.140.2 Demotion</b>  An employee demoted for disciplinary reasons will receive the rate of pay in the lower salary grade specified as a part of the disciplinary action. At the time of demotion, no demoted employee shall receive an increase in pay. The employee's anniversary date for salary increases will be the effective date of demotion.[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05]</p>	<p><b>EPP 71 Pay Administration, Section VI Placement Event: Entrance Into Classification with Lower Salary Range</b></p>	<p>No significant policy changes.</p>
<p><b>2.05.140.3 Voluntary Demotion</b>  An employee may be demoted within a department upon an employee request and with approval from the appointing authority. Employees may be placed on a transfer list for such lower level positions and be referred in addition to those included on the referral list. Employees may be referred from the transfer list for a period of one year from placement on the list or when they request removal of their name, whichever occurs first. A voluntary demotion shall only be granted to a vacant position and shall not displace any employee currently occupying a position. If employees are demoted for reasons which do not reflect discredit on their employment record, the employee's salary rate may remain the same if it is within the salary grade of the lower classification. If the employee's salary exceeds the grade of the lower classification, the employee's salary will be the rate that causes the least reduction in salary. The demoted employee's appointing authority may request red circling the employee's salary subject to review by the Director of Employee Services and the approval of the Board of County Commissioners. The employee's anniversary date for salary increases shall be the effective date of demotion. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 05-2009, 10/29/09]</p>	<p><b>EPP 70 Classification Administration Section VI (H)</b></p>	<p>No significant policy changes.   Language conflicts with Oregon Equal Pay Act and the County's ability to pay employees based on bona fide factors allowed by law to determine pay (seniority and experience).</p>
<p><b>2.05.140.4 Transfer</b></p>		<p>No significant policy or authority changes.</p>

<p>The transfer of an employee to a different position in the same classification may occur either within the same department (intradepartmental) or to another department under a different appointing authority (interdepartmental).</p> <p>A. Intradepartmental Transfer: An intradepartmental transfer may be either voluntary or involuntary. An appointing authority may transfer employees within their department without the employees' consent, but must give the employees ten (10) working days notice of this action. The employee may request that the Department of Employee Services investigate the transfer as provided in 2.05.220, if the employee believes the transfer was carried out improperly.</p> <p>B. Interdepartmental Transfer: Interdepartmental transfers require the written approval of the appointing authorities and the Department of Employee Services. Employees wishing to voluntarily transfer either within their department or to another department must request in writing to the Department of Employee Services to be placed on a transfer list. Employees may be placed on a transfer list for a classification in which they are an incumbent, for a lower level position in the same classification series or a lower level classification previously held. A move to a position in a classification that carries a lower salary grade in the same series is a voluntary demotion and is subject to the provisions governing voluntary demotions. Employees will be removed from the transfer list one year after they have requested placement, when they request removal of their name from the list, or after rejecting three (3) job offers, whichever occurs first. The Department of Employee Services will review the qualifications of the employee prior to transfer approval. Normally, when an employee is transferred the rate of pay remains the same. The appointing authority has the discretion to pay another step in the salary grade with the approval of the Director of Employee Services.</p> <p>C. A transferred employee retains all benefits and privileges earned as of the date of transfer. Compensatory time may be transferred with the employee, paid by the appointing authority prior to transfer, or used prior to transfer, as agreed upon by the two appointing authorities. The anniversary date for salary increases may be adjusted to six (6) months from the date of transfer for interdepartmental transfer. The transferred employee may be required to serve a new probationary period.[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 05-2009, 10/29/09]</p>	<p><b>EPP 70 Classification Administration Section VI (G)</b></p> <p><b>EPP 71 Pay Administration Section VI Placement Event: Transfer With Different Salary Range</b></p>	
<p><b>2.05.140.5 Reclassification</b></p> <p>When a position is reclassified to a classification with a higher salary grade under the provisions of classification upgrading, the incumbent shall be advanced to the minimum or first step in the new grade or to the rate of pay that most closely approximates a five (5) percent increase from the employee's regular rate of pay, whichever is higher. The salary adjustment will take place on the effective date of reclassification. The employee's salary increase date will be adjusted to the first of the month following twelve (12) full months from the date of a classification upgrading.</p> <p>When a position is reclassified downward, the incumbent's salary may remain the same if it is within the new salary grade. The employee's salary increase date will not be affected as a result of reclassification downward. If the position is downgraded to a classification that has a pay grade lower than the employees' current rate of pay, the salary rate may be red circled.</p> <p>[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 03-2016, 8/11/16]</p>	<p><b>EPP 71 Pay Administration Section VI Placement Event: Reclassification</b></p>	<p>Language conflicts with Oregon Equal Pay Act and the County's ability to pay employees based on bona fide factors allowed by law to determine pay (seniority and experience).</p>

<p><b>2.05.140.6 Temporary Out-Of-Class</b>  Employees may be temporarily assigned higher or lower compensated duties without a change in pay, where periodic or regular variations in assignments occur because of seasonal needs or because of the nature of the duties or the work schedule. Such variations shall be considered as incidental to the position.  Unless otherwise specified in the collective bargaining agreement, an employee directed to continuously perform duties of a higher level classification shall be entitled to compensation at the higher level for the time worked in excess of thirty (30) consecutive days, providing such assignment clearly encompasses the full scope of duties and responsibilities normally associated with the higher level classification as confirmed and pre-approved by the appointing authority. Requests for such additional compensation shall be made by the appointing authority to the Department of Employee Services. Temporary out-of-classification pay is awarded as 5% of base pay or to the minimum rate of the higher level classification salary grade, whichever is greater.  The Director of Employee Services has the authority to approve temporary out-of-classification pay for extenuating circumstances where an appropriate classification at a higher salary grade does not exist. Such circumstances may include when a classification at a higher salary grade is in the development or approval stages, or when an employee is performing additional duties for a specific duration of time such as during a reorganization, etc. Approval of temporary out-of-classification pay shall not be retroactive unless approved by the Director of Employee Services.  [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 05-2009, 10/29/09; Amended by Ord. 03-2016, 8/11/16]</p>	<p><b>EPP 71 Pay Administration Section VI Placement Event: Work Out-of-Classification</b></p>	<p>Language conflicts with Oregon Equal Pay Act and the County’s ability to pay employees based on bona fide factors allowed by law to determine pay (seniority and experience).</p>
<p><b>2.05.140.8 Reinstatement Procedures</b>  Employees who have attained regular status may request reinstatement to a position in their former classification and department within six (6) months of their effective date of resignation if they resigned with at least two (2) weeks notice, and the request is approved by the appointing authority. A former employee may be considered for vacancies for a period not to exceed six (6) months from date of resignation.  A former employee granted reinstatement shall be paid at the same step in the salary grade that was being paid at the time of resignation. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 10-2015, 12/10/15]</p>	<p><b>EPP 70 Classification Administration Section VI (I)</b>   <b>EPP 71 Pay Administration Section VI Placement Event: Rehire Reinstatement into Same Classification</b></p>	<p>No significant policy or authority changes.   Language conflicts with Oregon Equal Pay Act and the County’s ability to pay employees based on bona fide factors allowed by law to determine pay (seniority and experience).</p>
<p><b>2.05.200.5 Layoff Rules</b>  C. Employees in a job share position shall be considered as one full-time equivalent.</p>	<p><b>EPP 70 Classification Administration</b>  <b>EPP 71 Pay Administration</b></p>	<p>Effects of job share on incumbents’ total compensation/benefits conflicts with County’s ability to comply with Oregon</p>

		Equal Pay Act. Job Share EPP #13 has been inactivated. County supports usage of part-time positions.
<p><b>2.05.200.6 Layoff Registers And Recall</b></p> <p>An individual who is appointed from a layoff register to a position in the same classification in which the person was previously employed will not be required to serve a probationary period.</p>	<p><b>EPP 71 Pay Administration Section VI Placement Event: Appointment from Layoff Register</b></p>	
<p><b>2.05.200.7 Rate Of Pay Following Appointment From Layoff Registers</b></p> <p>When an individual is appointed from a layoff register to a position in the same class in which the person was previously employed, the employee shall be paid at the same rate of pay, plus cost of living or other salary grade adjustments, as the employee was being paid at the time of layoff. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05]</p>	<p><b>EPP 71 Pay Administration Section VI Placement Event: Appointment from Layoff Register</b></p>	Language conflicts with Oregon Equal Pay Act and the County's ability to pay employees based on bona fide factors allowed by law to determine pay (seniority and experience).
<p><b>2.05.230 Reviews Of Classification Allocations And Salary Grade Recommendations</b></p>	<p><b>EPP 70 Classification Administration EPP 71 Pay Administration</b></p>	
<p><b>2.05.230.1 Requests For Review Of A Classification Allocation Or Salary Grade Recommendation</b></p> <p>All requests for a review of either an employee's recommended classification allocation, or a new or revised salary grade recommendation for an unrepresented position, shall be subject to the requirements of this section. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05]</p>	<p><b>EPP 70 Classification Administration Section VI (E)</b></p>	No significant policy changes.
<p><b>2.05.230.2 Filing A Request For Review</b></p> <p>A request for review must:</p> <ul style="list-style-type: none"> <li>A. Be made in writing;</li> <li>B. Name the employee and include the employee's address and phone number;</li> <li>C. Be signed by the party requesting the review;</li> <li>D. Be addressed and delivered to the Director of Employee Services;</li> </ul>	<p><b>EPP 70 Classification Administration Section VI (E)</b></p>	No significant policy changes.

<p>E. Contain a reference to the action(s) to be reviewed and the dates of the action;</p> <p>F. State why the employee feels the action taken or recommended is incorrect; and</p> <p>G. Contain a statement of the remedy desired. [Codified by Ord. 05-2000, 7/13/00]</p>		
<p><b>2.05.230.3 What Actions May Be Reviewed</b></p> <p>A. An employee who does not agree with a classification allocation determination made by the Department of Employee Services may request a review of the allocation subject to 2.05.050.10. Such a review shall be limited to the determination of the appropriate allocation of the position to a classification within the County's classification system. The review of a classification allocation does not extend to a review of the creation, deletion, or change to a classification; the assignment of duties, or the appropriate salary grade for a classification.</p> <p>B. A non-represented employee who does not agree with a new or revised salary grade recommendation made by the Department of Employee Services may request a review of the recommended salary grade, subject to 2.05.060.4. If provided in the applicable collective bargaining agreement, a represented employee may use the request for review process in place of the negotiation process for new or revised salary grade recommendations, subject to 2.05.060.4. Such a review shall be limited to the determination of the appropriate salary grade to recommend for the classification. The review of a salary grade recommendation does not extend to a review of the creation, deletion or change to a classification, or the assignment of duties. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 05-2009, 10/29/09]</p>	<p><b>EPP 70 Classification Administration Section VI (E)</b></p>	
<p><b>2.05.230.4 Process Of The Classification/Compensation Review Panel</b></p> <p>An employee has ten (10) calendar days from the date the written response to the request for review was mailed, to submit a written request to the Director of Employee Services to have the matter forwarded to the Classification/Compensation Review Panel. The employee and the employee's representative, the employee's appointing authority and/or the appointing authority's representative, and Personnel staff may present information to the panel in support of their respective positions. The Classification/Compensation Review Panel shall review the reasons for the classification allocation and/or the salary grade recommendation and may ask questions of the parties presenting information. Following the collection of information, the panel shall discuss their opinions with the Director of Employee Services.</p> <p>A. Final Determination of Classification Allocation: The Director of Employee Services shall consider opinions of the panel when determining the final classification allocation of a position. The Director of Employee Services shall prepare a written report of the final recommendation, issues raised during the request for review and the opinions of the panel. Copies of the report shall be delivered to the affected parties. The Director of Employee Services shall have the final authority for all classification allocation determinations.</p> <p>B. Final Recommendation of Salary Grades: The Director of Employee Services shall consider the opinions of the Classification/Compensation Review Panel when recommending the final salary grade</p>	<p><b>EPP 70 Classification Administration Section VI (E)</b></p> <p><b>EPP 70 Classification Administration Section VI (F)</b></p>	<p>No significant policy or authority changes.</p>

<p>recommendation to the County Administrator. The Director of Employee Services shall include in this recommendation a summary of issues raised during the request for review process and the opinions of the panel. The County Administrator shall have the final authority for all salary grade determinations. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 05-2014, 9/25/14]</p>		
<p><b>2.05.230.5 Composition Of The Panel</b> The Classification/Compensation Review Panel shall be chaired by the Director of Employee Services. The panel shall be comprised of three management employees and three bargaining unit members as selected by the Director of Employee Services. Those presenting information are not allowed to be acting members of the panel for that meeting. [Codified by Ord. 05-2000, 7/13/00]</p>	<p><b>EPP 70 Classification Administration Section VI (F)</b></p>	<p>No significant policy changes.</p>
<p><b>2.05.230.6 Scheduling Of The Classification/Compensation Review Panel</b> The review panel will meet at the call of the Director of Employee Services to hear and process requests for review. [Codified by Ord. 05-2000, 7/13/00]</p>	<p><b>EPP 70 Classification Administration Section VI (F)</b></p>	<p>No significant policy changes.</p>