



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER _____

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DATE: 12/3/2024

**SUBJECT: CONSIDERATION OF SALARY ADMINISTRATION GUIDELINES
REVISION**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider revisions to the Salary Administration Guidelines (SAG) effective on December 4, 2024.

BACKGROUND

The SAG provides written salary administration policies and procedures that are designed to ensure consistency in policy application and salary administration throughout Tarrant County. The SAG was last approved by the Commissioners Court on October 1, 2024, through Court Order #143989. The requested change is outlined in the attached document and further explained below.

Section IV. B. 2. Download Reclassification requires that the salary of an incumbent of a position that is reclassified to a lower grade be reduced in accordance with the applicable rule on involuntary demotions. The proposed change replaces the reference to involuntary demotions with voluntary demotions. This gives Appointing Authorities the discretion to determine whether the incumbent should retain their current salary, provided it falls within the new salary grade's range, or receive a salary decrease.

FISCAL IMPACT

The fiscal impact associated with this change is unknown.

SUBMITTED BY	Human Resources	PREPARED BY:	Amber Duckworth
		APPROVED BY:	Anjanie Ramnarine

IV. JOB EVALUATION

B. MODIFYING CURRENT POSITIONS

2. **Downward Reclassification:** when an employee's present position is reclassified at a lower point value and salary range, the salary of the incumbent must be reduced in accordance with the applicable rule on voluntary demotions (see Non-Law Enforcement and Law Enforcement Policies and Procedures sections for more details). However, if an employee's current salary is within the hire-in range of the grade of the new position, the current salary level may be retained subject to the provision of the starting salary guidelines.

IV. JOB EVALUATION

B. MODIFYING CURRENT POSITIONS

2. **Downward Reclassification:** when an employee's present position is reclassified at a lower point value and salary range, the salary of the incumbent must be reduced in accordance with the applicable rule on involuntary demotions (see Non-Law Enforcement and Law Enforcement Policies and Procedures sections for more details). However, if an employee's current salary is within the hire-in range of the grade of the new position, the current salary level may be retained subject to the provision of the starting salary guidelines.