

TO: ALL COUNTY PERSONNEL
FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR
PREPARED BY: HUMAN RESOURCES
SUBJECT: SPECIAL SALARY ADJUSTMENTS
PPM #: CW-P-035

ISSUE DATE
May 22, 2015

EFFECTIVE DATE
May 22, 2015

PURPOSE:

To establish specific eligibility criteria that must be met for a special salary adjustment when the rules on promotion, reclassification, merit or longevity do not apply.

UPDATES:

Future updates to this PPM will be the responsibility of the Director of Human Resources Department.

AUTHORITY:

Palm Beach County Merit Rules and Regulations - Section 6.05

POLICY:

It is the policy of the County Administrator that all special salary adjustments be fully documented and justified, and not be used to reward outstanding performance.

PROCEDURES:

All requests for special salary adjustments must be submitted to Human Resources for comment and then approved by the County Administrator or Deputy County Administrator.

The following two criteria for special salary adjustments must be fully documented:

1. For assuming additional higher level responsibility the request must:
 - Indicate who previously had responsibility for the function, if it was transferred from

another employee, and that employee's classification.

- Higher volume of work and performing lower level duties are not criteria for a special salary adjustment.
 - Describe in detail the new function or responsibility assumed, its scope, complexity and importance.
 - Provide the salary history of the employee who is recommended to receive the special salary increase.
2. For pay equity the request must state whether the pay equity is based on external or internal comparisons.
- If internal, specify the comparable classification or position.
 - If external, include salary data to document request.

GUIDELINES:

1. Employee must have completed their probationary period.
2. Special Salary Adjustments should not exceed 10%.
3. Special Salary Adjustments should not exceed 10% in any one calendar year.
4. One-time lump sum "bonuses" should be considered as an alternative to adding special increases to an employee's base salary.
5. Special Salary Adjustments should not be requested to reward longevity or outstanding performance. Performance should continue to be rewarded via the County's merit pay policy or employee recognition program.

Special salary adjustments not fully documented will be returned to the originating department and will not be considered unless complete details are provided.



ROBERT WEISMAN
COUNTY ADMINISTRATOR

Supersession History:

1. PPM# CW-P-035, dated 04/01/1990
2. PPM# CW-P-035, dated 08/11/1997
3. PPM# CW-P-035, dated 04/30/2010