

# **Brazos County Human Resources**

## **Interim Compensation Administration Guidelines**

*(Effective through implementation of the new classification and compensation structure)*

### **Purpose**

As Brazos County transitions to a new classification and compensation structure, these interim guidelines are established to ensure that compensation decisions are made to:

- Support market alignment identified in the Compensation & Benefits Study
- Promote internal equity across departments
- Do not create additional misalignment or compression prior to full implementation

These guidelines are temporary and will remain in effect until the new structure is implemented.

### **Guiding Principles**

All compensation actions during this transition period will be evaluated based on the following:

- **Market Alignment:** Priority will be given to employees currently compensated below market.
- **Internal Equity:** Actions should not create or worsen pay inequities within or across departments.
- **Future Alignment:** Decisions should align, to the extent possible, with the proposed classification and compensation structure.

### **General Guidance**

#### **1. Employees Below Market:**

- May be considered for pay increases toward market alignment.
- Increases should not exceed the anticipated market midpoint.
- Priority group for FY '27 adjustments.

#### **2. Employees At or Above Market:**

- Pay increases are generally discouraged during the interim period.
- Requests that would move an employee further above market will require strong written justification as well as review and approval by HR.
- In most cases, adjustments should be deferred until implementation.

### 3. Reclassifications / Changes in Duties:

- Must reflect substantial and documented changes in job responsibilities. Title changes alone are not sufficient justification.
- Will require review and approval by HR.
- Where possible, positions will be evaluated against the proposed classification structure.

### 4. Promotions to Higher-Level Positions

- Employees who are selected for and promoted into a position assigned to a higher pay grade may receive a promotional salary increase to recognize the additional duties, responsibilities, and accountability associated with the new position.

When an employee's current salary already exceeds the midpoint of the proposed pay grade for the new position, HR may recommend a promotional increase of up to 3%, provided sufficient funding is available or with budget amendment approval. The promotional increase is intended to recognize the advancement to a higher-level position and does not guarantee alignment to any specific point within the pay range.

### **Prohibited / Restricted Actions**

The following actions are strongly discouraged during the interim period:

- Increasing pay for employees already above market without documented justification.
- Title changes without corresponding duty changes.
- Adjustments that create known internal inequities.
- Use of budget availability as the sole justification for pay increases.

### **Administration**

- HR will partner with departments to evaluate requests and provide guidance.
- These guidelines may be updated as needed during the transition period.
- These guidelines are effective immediately and will remain in place until the implementation of the new classification and compensation structure (anticipated FY '28).