

**COURT ORDER
2014-1396**



Policy Revision – Division 1 - Compensation: Section 86-375 Probationary Employees

On a motion made by Commissioner John Wiley Price, District 3, and seconded by Commissioner Dr. Elba Garcia, District 4, the following order was passed and adopted by the Commissioners Court of Dallas County, State of Texas:

BRIEFING DATE: 9/30/2014
FUNDING SOURCE: N/A

Be it resolved and ordered that the Dallas County Commissioners Court does hereby approve the revision to Division 1 - Compensation: Section 86-375 Probationary Employees for immediate inclusion in Chapter 86 of the Dallas County Code Division 1 Compensation Policy Sec. 86-375(a-d).

Done in open court October 7, 2014, by the following vote:

IN FAVOR: Honorable Clay Lewis Jenkins, County Judge
Commissioner Dr. Theresa M. Daniel, District 1
Commissioner Mike Cantrell, District 2
Commissioner John Wiley Price, District 3
Commissioner Dr. Elba Garcia, District 4

OPPOSED: None
ABSTAINED: None
ABSENT: None

Recommended by: Urmit Graham
Originating Department: Human Resources

DIVISION 1. COMPENSATION POLICY*

Sec. 86-375. Probationary employees. (This section reflects court approved policy language: Court Order #2009 2290 – December 15, 2009; and Court Order #2014 1396 – October 7, 2014).

- (a) A regular, full-time employee (hired 1-1-1992 and after) who is approved for a starting salary above the minimum of the salary range as provided in sections 86-373 and 86-374 may be compensated at a probationary salary below that which is approved by the human resources/civil service department.
- (b) The department head/elected official may, at his/her discretion and up to one (1) year of employment of the employee in the position, increase the salary of the employee up to the amount (or relative position) previously quoted by the human resources/civil service department on the official salary analysis. *For Sheriff's Department law enforcement personnel, please refer to Sections 2.07 and 2.41 of the Sheriff's Department Civil Service Commission Rules and Regulations.*
- (c) The adjustment to a probationary employee's salary is separate and in addition to any structure or merit increase allocations.
- (d) The required paperwork for the adjustment can be submitted any time by the department up to the employee's one year of employment in the position but no later than 60 days after the employee's completion of one year of employment in the position with Dallas County, by submitting a discretionary increase request to the county auditor's department, effective immediately, with no retroactive adjustment.