

**COURT ORDER  
2015-0380**



Revision to the Reclassification Policy Section 86-439 Salary Administration (Reclassification)

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: 3/17/2015  
FUNDING SOURCE: General Fund

Be it resolved and ordered that the Dallas County Commissioners Court does hereby approve the revision to Section 86-439 Salary Administration (Reclassification) as outlined in Attachment B1 for immediate inclusion into the Dallas County Code, and further approves that all positions approved for reclassification as part of the FY2015 Budget be evaluated or re-evaluation in accordance with the revised policy with the effective date of any salary changes as a result of a "re-evaluation" to be effective the 1st pay period in April 2015 and salary changes as a result of future "evaluations" effective in accordance with Section 82-231 Processing Payroll Deadlines, at an estimated cost of approximately \$140,000 with funds derived from unallocated reserves.

Done in open court March 24, 2015, 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

**Sec. 86-439. Salary administration (Reclassification)** (This section reflects recent court approved policy language: Court Order# 2011 815 May 3, 2011; and Court Order #2015-0380 March 24, 2015)

An employee who is an incumbent in a job grade at the time the position is reclassified, the following guidelines shall apply:

- (a) **Position is reclassified to a lower salary grade.** If the incumbent's current salary is within the range of the newly proposed salary grade, the incumbent may retain the current salary or have the salary reduced at the discretion of the elected official/department head and with the concurrence of Commissioners Court. The incumbent's salary shall not fall below the minimum or above the maximum of the new salary range.
- (b) **Position is reclassified to a higher salary grade.** If the incumbent's current salary is within the range of the newly proposed salary grade, the incumbent may receive at the discretion of the elected official/department head and with the concurrence of Commissioners Court a 5% salary increase or up to maximum inhire based on qualifications, whichever is greater. The incumbent's salary shall not fall below the minimum or above the maximum of the new salary range.
- (c) **Funds availability.** A reclassification that results in a higher job grade will be subject to the availability of funds verified by the budget department prior to approval.
- (d) **Merit increases.** Employees receiving salary increases as a result of a reclassification will be limited in the amount of merit increase in accordance with section 86-464(b) or (c), merit plan.

(Admin. Policy Manual, § A(4.10--4.13))

**Secs. 86-440--86-460. Reserved.**