**Frequently Asked Questions About Compensation**

**Question:** What are the responsibilities of the Compensation Department?
**Answer:** Among other responsibilities, the compensation staff classifies positions in Dallas County by performing job and salary surveys, salary analyses, job analyses, job classifications, and writing job descriptions.

**Question:** What is a Salary Analysis?
**Answer:** An analysis conducted by the Compensation Division of the Human Resources Department to determine an applicant's salary range based on the applicant's qualifications (education, experience, etc.), during hiring, promotion, demotion, or other job movements. The department's manager/supervisor determine the actual salary an applicant may receive based on the salary range communicated to them on the Salary Analysis Worksheet.

**Question:** What is a “midpoint”?
**Answer:** "Midpoint" is the dollar amount halfway between the lowest (minimum) rate of pay and the highest (maximum) rate of pay in a salary grade.

**Question:** What is maximum “in-hire”?  
**Answer:** For most salary grade ranges it is the midpoint. A candidate selected for a position, and whose qualifications far exceed the minimum requirements listed on the job description, may qualify for the maximum in-hire rate of pay.

**Question:** What is the difference between an exempt and nonexempt employee?
**Answer:** The Fair Labor Standards Act (FLSA) categorizes employees as either exempt or nonexempt based on "tests" contained within the FLSA Guidelines. FLSA exemption status is determined by the compensation section of the Human Resources/Civil Service Department and based on the actual job duties and responsibilities performed. Those duties and responsibilities are then compared to the tests in the FLSA guidelines to make a determination.

Nonexempt employees are eligible to receive overtime compensation for all hours worked over 40 in a workweek.

Exempt employees are exempt from the minimum wage and overtime provisions of the FLSA and are not entitled to be paid overtime when they work more than 40 hours in a workweek.

**Question:** What is my pay grade and range, and how do I find out what it is?
**Answer:** Find your pay grade and range here: **Job Descriptions**.

**Question:** I'm not eligible for overtime. Why? 
**Answer:** Whether or not you are eligible for overtime depends on your duties and responsibilities. HR compares the duties and responsibilities outlined in your job description to tests contained in the Fair Labor Standards Act to determine if a position is nonexempt (eligible for overtime pay) or exempt (not eligible for overtime pay).

**Question:** My position is not graded correctly - how do I get it reviewed? 
**Answer:** If you believe that your position is not graded properly, please contact your supervisor. If the supervisor agrees, the department head/elected official may submit a Program Improvement Request to the Office of Budget and Evaluation (OBE), typically during the budget preparation process for commissioner's court consideration.

**Question:** How do I get a position reclassified based on new responsibilities? 
**Answer:** Please see the preceding question regarding incorrectly graded positions. The addition of more duties does not necessarily mean a position should be reclassified. A position may be
reclassified because the position becomes more complicated: greater responsibility, greater knowledge or training to perform the position, etc.

**Question:** What are the processes of a reclassification?
**Answer:** Click here: [Job Classification/Reclassification Process Flow](#).

**Question:** What happens to me after a position reclassification?
**Answer:** Employees who occupy a position at the time of a reclassification will be subject to meeting the minimum qualifications of the position whether the job grade is increased or decreased. When a reclassification has resulted in a salary grade change (increase or decrease) a Salary Analysis will be performed to determine the employee's new salary based on the change in salary grade. The salary grade change may not result in a change in pay.

**Question:** What is a Desk Audit?
**Answer:** An "interview" by a Compensation Analyst with the incumbent of the position and their immediate supervisor to gather information to help classify the position appropriately.

**Question:** How can I get a copy of my job description?
**Answer:** Click here: [Job Descriptions](#). If your job is not listed you may ask your supervisor.

**Question:** My employees are below market in their compensation - how do I get their base pay adjusted?
**Answer:** Your department head/elected official should be informed. However, the Human Resources /Civil Service Department periodically reviews market data to determine what employers in the local labor market pay for similar jobs. Based on the market data and an internal comparison of comparable jobs, HR will prepare a recommendation for consideration by Commissioners' Court during the budget process.

**Question:** How are job grades assigned?
**Answer:** See [Job Classification](#) and [Job Reclassification](#).

**Question:** With whom shall I speak regarding compensation-related questions or concerns?
**Answer:** Speak with your manager or immediate supervisor. He or she will obtain the necessary information to answer your questions or concerns.

**Question:** What is a promotion?
**Answer:** A promotion is the advancement (movement) of an employee from a lower salary grade to a higher salary grade.

**Question:** What is a demotion?
**Answer:** Demotion means a reduction of an employee's salary from a higher grade to a lower grade as a result of:

1. The inability of the employee to fulfill the functions of the job;
2. The employee's request for such change;
3. Disciplinary action;
4. A reduction-in-force (RIF); or
5. Significant changes as the result of organizational/program changes.

The above are examples and are not intended to be all inclusive.

**Question:** What is a lateral transfer?
**Answer:** A lateral transfer is defined as the movement into a job that has the same pay grade as the person's previous position. An employee transferring laterally shall not receive a salary increase or decrease or change in review date.
**Question:** A friend and I were hired in the same department and job title only three weeks apart. She earns more per hour than I do. Why?

**Answer:** A salary range is determined by the compensation section based upon whether (and by how much) an individual's education and work experience exceed the minimum requirements for the job. Actual rates of pay are determined by the department head. Your friend may have more (or more directly applicable) work experience (in months or years) or education, which resulted in a higher rate of pay.