

## **Position Management Policy – Effective 12/19/23**

### **Purpose**

The purpose of this policy is to implement a formal review and approval process for departmental position management requests for reclassifications, allowances/incentives, and changes to Fair Labor Standards Act (FLSA) status.

### **Reclassifications**

- All position reclassifications, with the exception of level changes, must be approved by Commissioners Court.
- Level changes are defined as law enforcement step level changes and all other changes from one classification level to the next, such as a Coordinator II to a Coordinator III.

### **Allowances and Incentives**

- Departments must receive approval from Commissioners Court to provide allowances and incentives to employees.
- Departments must include a written policy when requesting allowances or incentive pay. The policy must include the following:
  - Justification for the requested allowance/incentive
  - Defined eligibility criteria
  - Amount of allowance/incentive
  - Applicable timeframe (is it time limited, ongoing, etc.)
  - Number of employees expected to receive allowance/incentive and estimated annual cost
- For existing allowances and incentives, departments must submit written policies following the above guidelines to Human Resources & Risk Management (HRRM) by March, 2024. Departments who do not meet this requirement by the deadline will have their allowances and incentives removed from their employees effective April, 2024.
- Approval of allowances/incentives are only valid through April of each year. HRRM and Office of Management & Budget (OMB) will provide a list of departmental allowances and incentives to be renewed to Commissioners Court in April of each year. Departments must review employees receiving allowances and incentives at least once a year to ensure they are still eligible.

### **FLSA Status**

- All FLSA status changes – whether at the position or workgroup level – must be approved by Commissioners Court.
- FLSA status changes at the workgroup level that result from an employee transferring to a position with a different FLSA status do not require Commissioners Court approval.

### **Exceptions**

- Exceptions to this policy may be made when a position change is necessary to adhere to internal policies and/or regulatory requirements.
  - Exemptions will require approval of the following:
    - Executive Director of HRRM

- Executive Director of OMB
  - County Administrator
- If an exception to the policy is made, a transmittal of the position change must be submitted to Commissioners Court on the following court date.