

MOHAVE COUNTY SUPERIOR COURT POLICY AND PROCEDURE

TITLE: 7.2 COMPENSATION PROGRAM

EFFECTIVE DATE: 02/09/2017
REVISED DATE: 07/28/2022

It is the policy of the Superior Court to provide compensation that will achieve the strategic goal of attracting and retaining the most qualified employees.

7.21 FLSA Public Employer Exempt Status

- A. Employees shall be paid in compliance with current FLSA standards.
- B. In accordance with principles of public accountability, exempt employees shall be paid for hours worked up to their budgeted Full Time Equivalent, and may be paid accrued PTO for partial day absences pursuant to Section 8.1(C)(4) when they work less than their Full Time Equivalent in a workweek, without losing their exempt status. Also pursuant to principles of public accountability, the pay of exempt employees may be reduced, or such employee may be placed on leave without pay for absences for personal reasons or because of illness or injury, for less than one work-day when accrued leave is not used by an employee because:
 - (1) Permission for its use has not been sought or has been sought and denied;
 - (2) Accrued leave has been exhausted; or
 - (3) The employee chooses to use leave without pay pursuant to Section 8.202.
- C. Exempt employees may be eligible for Management Leave.

7.22 Compensation

Every Superior Court employee shall be paid within the salary range assigned to the position for which they were hired. It is the intent of these Policies to not penalize or disadvantage Superior Court employees when hired, promoted or reappointed into a position. Therefore, the Hire Rate for employees, whether promoted, appointed or reappointed into a higher position, shall be the same and shall not differentiate between existing employees and those new hires not employed by the Superior Court. Prior to filling a position, the division head will ensure that they do not exceed their approved budget.

- A. Step Placement Guidelines.
 - 1. In order to establish an objective, equitable system for determining where an employee shall be placed within a range, the Superior Court may, in each instance, look at the requirements of each individual job as documented in the job description and the experience of the individual to be hired into the job.
 - 2. The following process may be used by the Department Head in determining the appropriate within-range step placement for each individual case.

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- a. The Superior Court Human Resource Manager shall notify the County Financial Services Department as to an unfilled position.
- b. Review job description for minimum requirements.
- c. Review application and other documentation for relevant experience beyond minimum requirements.
- d. Review application and other documentation for relevant education beyond minimum requirements.
- e. Review Job Class Analysis to see where incumbents are placed for potential compression issues.
- f. Review market comparisons and “hot job” status.
- g. Place as follows based on conclusions from above review.

Place as follows based on conclusions from above review:

STEP PLACEMENT GUIDELINES	
Experience	Placement
Meets minimum requirements	Step 01
Relevant Experience BEYOND Minimum Requirements:	
1 Years	Step 02
2 Years	Step 03
3 Years	Step 04
4 Years	Step 05
5 Years	Step 06
6 Years	Step 07
7 Years	Step 08
8 Years	Step 09

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9 Years	Step 10
10 Years	Step 11
11 Years	Step 12
12 Years	Step 13
13 Years	Step 14
14 Years	Step 15
Education	
Bachelor's Degree in relevant field beyond minimum requirements:	Add 1 Step
Master's or advanced Degree in relevant field beyond minimum requirements: hiring manager can make recommendation on certificate/relevant education	Add 1 Step

B. Step Determination Guidelines

STEP DETERMINATION GUIDELINES	
0% to ≤ 23% Step 1 thru Step 8	Determination is at the discretion of the Department Head
23% to ≤ 38% Step 9 thru Step 12	Requires written justification for determination based on the training, experience and knowledge to perform the position responsibilities at the higher level of pay. The Department Head must submit the request and justification for consideration and determination through Superior Court Human Resources for consideration and determination by the Superior Court Administrator.
≥ 38% Step 13 to Top of Scale	Requires written justification for determination based on the Step Placement Requirements. The Department Head must submit the request and justification for consideration and determination through Superior Court Human Resources and the Presiding Judge.

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C. Step Placement.

1. Full and part-time employees: All full and part-time employees shall be on a step within the pay range of the assigned position. The placement may be authorized in conjunction with the Step Placement Requirements, Step Determination Guidelines, market comparisons and budget availability.
2. The salary of the appointee to the Clerk of the Superior Court shall be at the discretion of the elected official subject to budget approval.
3. Department Heads: The salary of the appointed Department Head shall be negotiated between the incumbent and the Presiding Judge where applicable, with the assistance of the Superior Court Human Resources Manager or their designee as needed. The Department Head shall discuss with and obtain the approval of the Presiding Judge. The salary of the appointed Department Head shall be maintained within the assigned salary range for the position to which they will be filling.
4. At the request of the Department Head and upon recommendation of the Superior Court Human Resources Manager, an upward salary adjustment may be recommended to the Presiding Judge in unusual circumstances and in the best interest of the Superior Court.

D. Initial Hire Rate.

The Department Head shall have considerable flexibility in the initial appointments hire rate. The rate shall be based on the Step Placement Requirements, Step Determination Guidelines, market comparisons and budget availability.

E. Underfill Appointments.

1. When a vacancy is to be filled and there are no qualified applicants, the Department Head may request Superior Court Human Resources to approve a position be underfilled. Individuals hired into such positions may be moved to appropriate classification when the acceptable qualifications and/or requirements are met.
2. Employees hired into an underfill position shall serve a probationary period as is appropriate to the classification.

F. Promotions/Reappointments. An employee who is promoted or reappointed to a position in a higher salary range shall receive a salary increase based on the Step Placement

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Requirements, Step Determination Guidelines, market comparisons and budget availability.

G. Lateral Transfers. Lateral transfers are governed by Judicial Merit Rule 208 D.

H. Demotions – Voluntary / Involuntary. Demotions may include reclassifications, departmental reorganizations, reduction in force or disciplinary actions.

1. An employee who is demoted voluntarily or involuntarily may receive a reduction in salary, based on the Step Placement Requirements, Step Determination Guidelines, market comparisons and budget availability on a case-by-case basis.
2. If a promotion is followed by a demotion, the employee's salary shall not exceed the amount that would be due if no promotion had occurred.

I. Special Detail Assignment: Special Details are temporary assignments which exceed thirty (30) business days to a position other than the position to which an employee is regularly assigned. Special Detail Assignments could be used to cover vacant positions or while an employee is out on an approved leave of absence. An employee detailed to a position in a higher classification shall receive a within-range salary increase equivalent to the entry of the salary range to which detailed or \leq Step 8 or 23% based on the Pay Determination Guidelines, whichever is greater. The Superior Court Human Resource Manager shall notify the County Financial Services Department as to an unfilled position.

1. Additional pay increases above $>$ Step 8 or \geq 23% of the pay range minimum may be recommended by the Superior Court Human Resources Manager and approved by the Department Head and reported to the Presiding Judge. The complexity, responsibility, and potential increased workload requirements may be considered in the pay determination process.
2. Once an employee returns from special detail assignment to their regular assignment, their salary shall return to the previous rate of pay plus any general pay changes.

J. No salary increase as provided for by this section shall have the effect of causing an employee to exceed the maximum compensation level for the classification in which employed, unless approved by the Presiding Judge.

7.23 Effective Dates

Promotions, Lateral Transfers, Demotions, or Special Detail effective dates shall be the beginning of a pay period. Exceptions to effective dates shall be submitted to the Superior Court

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Administrator for approval with the exception of officials whose appointment is established by Arizona law.