

COUNTY OF TULARE
OFFICE OF THE COUNTY ADMINISTRATOR

ADMINISTRATIVE REGULATION NO. 32
(Resolution No. 2006-0572)

SUBJECT: SALARY BANDS

EFFECTIVE DATE: 08-01-06

For some management positions, the Board of Supervisors has adopted salary bands specifying a minimum and maximum flat dollar amount payable for each position. Salary bands, as distinguished from salary ranges/grades, do not have incremental pay adjustments at predetermined intervals based on length of service. Movement within the band is based on merit as recommended by the agency or department head with approval of the County Administrative Officer.

Classifications assigned to salary bands and specific salary band amounts are defined based on action of the Board of Supervisors as approved in a Board resolution. General increases to the minimum and maximum flat dollar amount are also based on action taken by the Board of Supervisors and approved by resolution.

GENERAL PROVISIONS

- A. Adjustments within salary bands may be made in any increment provided such adjustment shall be rounded to the nearest whole dollar.
- B. There is no expectation that any particular position in a salary band would be set at any specific dollar amount in the same manner that positions in salary ranges, after designated service intervals, reach the top step of a range. Salary bands are purposely designed to provide maximum flexibility to increase, decrease, or leave salaries unchanged.
- C. The Board of Supervisors may, by resolution, approve general increases to the salary bands established. Incumbents of classifications in the salary bands are not automatically eligible for this adjustment to salary. Salary adjustments are granted in accordance with provisions indicated below.
- D. While no salary advancement is guaranteed, salaries for incumbents of classifications in a salary band will be paid no more or less than the minimum or maximum dollar amount that defines the salary band.
- E. Salary advancement is based upon meritorious service as recommended by the agency or department head (County Administrative Officer for department heads). Agency and department heads shall request approval from the County Administrative Officer for employee increases within the salary band on a Delegated Action Request or other form deemed appropriate by the County Administrative Officer. For department head salary advancement requests, the County Administrative Officer shall obtain approval from the Board of Supervisors.

- F. Upon approval of a salary advancement request, the department must complete appropriate payroll processing and submit documentation to the Human Resources Department.
- G. When a salary-banded position is vacated, the Board of Supervisors, after consultation with the County Administrative Officer, shall designate a salary range within the Salary Band that shall be used for purposes of recruitment. Notwithstanding this provision governing the recruitment process, the Board of Supervisors may appoint the candidate selected for the position at any flat dollar amount within the salary band.