

STATE OF GEORGIA

COUNTY OF WALTON

**A RESOLUTION TO AMEND SECTION 200, PARAGRAPHS 6 AND 7 OF THE
WALTON COUNTY CIVIL SERVICE PERSONNEL RULES AND REGULATIONS**

WHEREAS, the Board of Commissioners of Walton County, Georgia desires to amend the Walton County Civil Service Personnel Rules and Regulations so as to allow new employees and employees who are promoted to begin with their new position's starting salary at Step 3, rather than Step 6;

WHEREAS, Section 100, Paragraph 5 of the Walton County Civil Service Personnel Rules and Regulations authorizes the Walton County Board of Commissioners to amend or change said rules and regulations by resolution, "so long as such amendments or changes do not adversely affect a property interest of the covered employees or modify the relationship between the governing authority and the other appointing authorities"; and

WHEREAS, the amendment to the Walton County Civil Service Personnel Rules and Regulations hereby adopted does not adversely affect a property interest of the covered employees or modify the relationship between the governing authority and the other appointing authorities,

NOW THEREFORE, it is hereby **RESOLVED** that:

Section 200, Paragraph 6 of the Walton County Civil Service Personnel Rules and Regulations is hereby amended to read:

"Generally a new employee shall be paid the entry rate (i.e. Step 1) for his or her job's particular classification. Employees may be hired at advanced steps through Step 3 due to exceptional experience or education qualifications of the applicant or recruiting difficulties as documented by the Appointing Authority. Entry Rates above Step 3 must have the approval of the Board of Commissioners."

Section 200, Paragraph 7 of the Walton County Civil Service Personnel Rules and Regulations is hereby amended to read:

"Generally, when an employee is promoted to a position in a higher class, the employee's salary shall be increased to the minimum rate for the higher classification in the new pay grade that will give the employee an increase of at least five (5) percent. When an employee is promoted to a higher classification that is more than two (2) pay grades higher than the employee's current classification, the department head may recommend to the Appointing Authority that the employee's salary be increased to the minimum rate for the higher classification in the new pay grade that will give the employee a salary increase of at least ten (10) percent. In no case shall an employee who is promoted to a position in a higher pay grade to be paid a salary less than that which the employee was receiving prior to the promotion nor shall the employee's salary exceed the maximum salary of the pay grade. An employee whose position is reclassified to a higher classification shall have their salary increased in the same manner as if he or she were promoted to the new classification. All promotions and reclassifications are subject to the County's budget and funding ability. Further, upon promotion to a position in a higher class, a promoted employee's salary may

be increased at advanced steps through Step 6 for the new position due to exceptional experience, education, qualification, or recruiting difficulties as documented by the Appointing Authority.”

SO RESOLVED AND ADOPTED this 2nd day of November, 2021.

[SEAL]

DAVID THOMPSON, Chairman
WALTON COUNTY BOARD OF COMMISSIONERS

ATTEST:

RHONDA HAWK
Walton County Clerk

**WALTON COUNTY
PROMOTIONS/RECLASSIFICATIONS**

Amendment to Section 200 – Position Classification

7. Promotions/Reclassifications – Generally, when an employee is promoted to a position in a higher class, the employee’s salary shall be increased to the minimum rate for the higher classification in the new pay grade that will give the employee an increase of at least five (5) percent. When an employee is promoted to a higher classification that is more than two (2) pay grades higher than the employee’s current classification, the department head may recommend to the Appointing Authority that the employee’s salary be increased to the minimum rate for the higher classification in the new pay grade that will give the employee a salary increase of at least ten (10) percent. In no case shall an employee who is promoted to a position in a higher pay grade to be paid a salary less than that which the employee was receiving prior to the promotion nor shall the employee’s salary exceed the maximum salary of the pay grade. An employee whose position is reclassified to a higher classification shall have their salary increased in the same manner as if he or she were promoted to the new classification. All promotions and reclassifications are subject to the County’s budget and funding ability. Further, upon promotion to a position in a higher class, a promoted employee’s salary may be increased at advanced steps through Step 3 for the new position due to exceptional experience, education, qualification, or recruiting difficulties as documented by the Appointing Authority.

**Amendment Approved by
BOC: 11-02-2021**

**WALTON COUNTY
PROMOTIONS/RECLASSIFICATIONS**

Amendment to Section 200 – Position Classification

6. Starting Salaries – Generally a new employee shall be paid the entry rate (i.e. Step 1) for his or her job's particular classification. Employees may be hired at advanced steps through Step 3 due to exceptional experience or education qualifications of the applicant or recruiting difficulties as documented by the Appointing Authority. Entry Rates above Step 3 must have the approval of the Board of Commissioners.