

POLICY #6

**FUNDING OF PROMOTIONS, RE-CLASSIFICATIONS, JOB RE-EVALUATIONS  
AND SUPPLEMENTS**

DATE ADOPTED: 7-28-97  
MINUTE BOOK: 32 PAGE 57  
DATE AMENDED: 7-28-08  
MINUTE BOOK: 36 PAGE 207

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PURPOSE: To commission, department head will include the following in writing:

1. Job title and description as approved by Personnel Board.
2. Net cost to establish a County procedure in which Department Heads are to present requests for increases in compensation of any type, such as but not limited to salaries, promotions, re-classifications, job re-evaluations, expense allowances, and supplements.

PROCEDURE: Any compensation requests, as noted above, must be included in the County budget and must become effective after October 1 of that fiscal year. The anticipated increase in funding must be included in the departmental budget request, approved for the next fiscal year's budget, and, where applicable, approved by the Houston County Personnel Board.

Any requests of this nature that are not budgeted and are made during a fiscal year will only be considered if request is for creation of a new position or substantial change in existing job responsibilities which is resulting from external circumstances, i.e. grants, legalities, special projects, etc. In this case, department head will follow procedure set forth in Houston County Personnel Manual, section IX, A,1. When forwarded to the County for the balance of the current year and projection for the next fiscal year.

Justification for job creation/change plus any supporting documentation.

Prior to submission to the Houston County Commission, the creation deletion, or changes to the approved budgeted positions must be approved by the Personnel Board. If a new position is created, the department head must submit a position questionnaire to the Personnel Department requesting an additional position. The Personnel Board will then determine if the position is in an existing classification or in a new classification.

After Commission review, item will be placed on regular Commission agenda for approval or denial, along with appropriate budget amendment.

This procedure for non-budgeted positions must be followed even if funding request will fall within current year's budget. No plan may be implemented without the approval of the Personnel Board and the County Commission.