

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
5. WAGE AND SALARY ADMINISTRATION**

5.2 JOB CLASSIFICATION SYSTEM

- PURPOSE** 5.2-1 Montgomery County is committed to attracting and retaining the best work force possible. For that reason, Commissioners Court strives to offer salaries that are internally equitable and externally competitive.
- JOB CLASSES** 5.2-2 Each Montgomery County position is assigned a job class; like jobs are assigned to the same job class.
- PAY GRADES** 5.2-3 Each Montgomery County job class is assigned a salary grade based on the duties of the position. The greater the level of responsibility and difficulty of the position, the higher the job grade. Salary grades range from grade 1 to grade 20.
- PAY RANGES** 5.2-4 Each salary grade has a corresponding pay range, with a minimum, midpoint, and maximum level. Normally the salary of a new employee will not be approved above the midpoint of the salary range.
- 5.2-5 Pay ranges will be monitored and adjusted from time to time, based on the local job market and the Consumer Price Index.
- 5.2-6 An employee receiving a pay rate above the maximum for his/her pay grade will not receive any further salary increases until his/her salary no longer exceeds the maximum for the pay grade.