

## CLASSIFICATION AND COMPENSATION

Adopted: 06/12/2024

1. **Classification and Compensation Plan:** The Appellate Defender Commission shall establish a classification and compensation plan covering all SADO positions. Questions regarding the Classification and Compensation Plan should be directed to the Human Resources Manager.

A. **Salary Ranges:** The salary ranges assigned to each job classification are intended to be approximately equal to the average salaries paid to comparable State of Michigan Civil Service employees. Pay ranges shall be selected from the Michigan Civil Service Commission salary schedules. The compensation schedules may be adjusted in accordance with Michigan Civil Service adjustments, except in those instances when Civil Service granted an increase or decrease for reasons not related to the SADO position affected.

B. **Compensation:** The Director shall be responsible for the research, development, and recommendation of policies with regard to employee compensation matters to the Appellate Defender Commission for approval, shall periodically review the competitiveness of salary ranges and recommend appropriate adjustments to the Appellate Defender Commission, and review and make recommendations regarding compensation decisions to the Appellate Defender Commission.

C. **Adding New Positions:** When new positions are created, the following shall take place: (a) a job description shall be written based on a job analysis questionnaire which shall be completed by the supervisor and the appropriate Manager; (b) the position shall be evaluated by the Human Resources Manager. It shall be submitted to the Director for final approval.

D. **Management Initiated Reclassification:** When management reorganizes the work so that one or more employee's duties and responsibilities are materially changed, the Director, with input from immediate supervisor(s), shall reclassify the employee and place the employee in the appropriate classification and pay range. Such a reclassification shall be effective at the beginning of the next pay period after the date of approval unless a specific request for a different effective date is made and granted by the Director.

E. **Employee Initiated Reclassifications:** From time to time, the duties of employees may change. If an employee believes that this has occurred, a written request for review coupled with analysis of the reasons for change should be completed by the employee for review and written recommendation by their immediate supervisor. This should be sent to the Human Resources Manager who shall add their written comments and recommendation to that of the immediate supervisor. All materials shall be forwarded to the Director and the employee. The employee shall have five working days to add any comments to the decision of their supervisor or Human Resources Manager. Such employee comments shall be submitted to Director. The written decision of the Director will be issued within fifteen working days. These time limits may be extended up to thirty (30) days, in writing, by the Director.

2. **Pay Period:** The basic pay period for every employee shall be bi-weekly and shall normally consist of 10 workdays beginning on Sunday.

A. **Completed Pay Period:** An employee must be paid for all workdays to receive credit for a completed bi-weekly pay period.

B. **Payday:** Paydays shall normally be every other Thursday, unless a paid holiday coincides with a payday. In this event, employees will be paid as close to the regular date as possible.

3. **Project or Part Time Rates of Pay:** For employment on a project basis not involving continual employment or on a part time basis, the Appellate Defender Commission may establish rates of pay other than those included in the compensation schedules.

4. **Exceptions:** The Director may establish rates of pay other than those included in the compensation schedules if required.

5. **Operation of Compensation Schedule:**

A. **Employee Pay Rate:** No employee shall be paid a salary less than the minimum or greater than the maximum of the salary range for the class fixed by the compensation schedules, except as provided by "Red Circle Pay Rate."

"Red Circle Pay Rate" - An employee who has been placed in a classification having a maximum salary rate lower than their current salary as a result of involuntary transfer, changes in organizational structure, or revised classification system may receive a "red circle pay rate" with the approval of the Director. A "red circle" pay rate is a rate that exceeds the maximum of the salary range for the job. Thereafter, the employee's base pay rate is frozen until the maximum pay rate of the employee's new pay range catches up to the employee's red-circle rate. When this happens, the employee can begin receiving base pay increases

again insofar as the increase does not raise the employee's pay rate above the maximum of the pay range.

B. **Starting Pay Rates:** New employees shall be paid the minimum rate for the salary range to which the classification has been assigned. Exceptions to this require the prior approval of the Director based on recommendations of the supervisor before the job offer is made to the prospective new employee.

C. **Pay Rate Upon Schedule Revision:** In case of a revision in the compensation schedules, an employee shall be paid at the comparable rate in the adjusted salary range, when possible, except for an employee in a "red circle" pay rate as stated in (5) A.

D. **Pay Rate Upon Promotion to Higher Classification or Reclassification:** When the position of an employee is reclassified or an employee is promoted to a higher classification, the person shall be paid at the lowest salary range for the higher class which provides a salary increase at least equal to the amount of the increase the employee would have received in the former position. Exceptions require the approval of the Director.

E. **Pay Rate Upon Demotion:** The salary of an employee who is voluntarily transferred or demoted for disciplinary reasons to a job in a lower salary range shall be adjusted to a level no higher than the maximum of their new range. The amount of decrease shall be determined by the Director in discussions with the appropriate supervisor or Deputy Director.

6. **Merit Increases:** Employees shall receive pay increases in the amount and at the intervals provided for in the compensation plan based on merit. Merit increases shall be effective at the beginning of the pay period after the employee's anniversary date or as otherwise authorized by the Director.

A. **Anniversary Date:** An employee's initial anniversary date shall be the date the employee is hired on salary.

B. **Changes in Anniversary Date:** When an employee is promoted or reclassified, the anniversary date shall be changed to the date the employee was promoted or reclassified. When an employee is granted a merit increase other than in the amount and at the interval provided for in the compensation schedule, a new anniversary date may be established by the Director.

C. **Notice of Merit Increase:** Supervisors will be advised of employees' pending merit increases prior to the employees' anniversary dates. An employee's merit increase shall be granted only upon recommendation of a supervisor and the approval of the Director.

D. **Withheld Merit Increase:** A merit increase may be withheld from an employee upon the recommendation of the appropriate supervisor with the approval of the Director for

unsatisfactory work performance. The reasons shall be provided to the employee and the Director.

7. **Trainer Bonus:** Employees may receive lump sum bonus payments, in addition to their regular salary, to prepare and present trainings on behalf of SADO. Trainer bonuses may only be provided to non-managers. For a training event to be eligible for a bonus, the event must include non-SADO staff as its trainees.