SACRAMENTO COUNTY	Policy # 201
Subject: Salary Range Table	
Responsible Department: Personnel Services	
Effective Date: 08/1973	**Revision Date:** 01/1987
David Devine **Director of Personnel Services**	**Navdeep S. Gill** **County Executive**

1. **Purpose**

   To describe the Sacramento County Salary Range Table adopted by the Board of Supervisors on August 6, 1973. The Sacramento County Salary Range Table lists County salary range rates; step increases in 5% increment; and bi-weekly, monthly, and annually salary equivalents in 5% increments.

2. **Authority**

   Board of Supervisors Approval.

3. **Scope**

   This applies to County employees.

4. **Policy**

   DESCRIPTION

   Hourly Rates, Ranges, and Steps within Range:

   The table lists all salary range rates. Range rates are displayed at one cent ($.01) per hour intervals. (Read vertically down the left margin of the page.)

   The "A" step is the range number converted to an hourly rate. For example, range 317 has an "A" step of $3.17 per hour and range 577 has an "A" step of $5.77 per hour.

Reading across the table, each range consists of five (5) steps. Each hourly rate step is 5% higher than the previous hourly rate step rounded off to the nearest penny. When computing an increase in the biweekly rate based on an increase in the hourly rate step, multiply the current hourly rate step by 5%. The multiply the resulting figure by 80 (the number of hours in a work period).

The Salary Range Table always shows five steps in a range, although individual classes may begin at a step higher than "A".

Salary Rates and Salaries:

Salary range numbers are used to compute payment for both hourly and salaried positions.

Salary range numbers also are used to compute any changes in the salary for a class. The "A" step for a class, <u>not</u> the entry step, is used to compute changes.

The biweekly rates are the official salary rates for most classes. The biweekly rate is the hourly rate multiplied by 80 (the number of ours in a work period).

The annual and monthly equivalent salaries shown in the Table can be cited as the official Sacramento County equivalent rates. The annual rate is based on a work year of 261 working days. It can be computed by multiplying the biweekly rate by 26.1.1. The monthly rate is the annual rate divided by 12.

PROCEDURES

Personnel Actions:

Maintains and distributes the Salary Range Table as needed to department payroll personnel and appointing authorities. Updates the Table when the salary range paid to incumbents in any class exceed those listed in the Table.

READING THE SALARY RANGE TABLE

Salary range numbers.

Hourly pay rate listings (A step), are the basis from which all other computations are derived. The table contains a list of all hourly rates, by the penny, from $3.10 to $35.09 an hour. These base or entry rates are used as a foundation for both hourly and salaried positions. Step increases, as well as bi-weekly, monthly and yearly salaries, have been worked out for each rate.

A listing of progressive step increases accompanies each hourly rate. Each step is 5% higher than the previous step rounded off to the nearest penny.

The bi-weekly equivalents for an hourly rate are based on an 80-hour work period. The progressively increasing numbers correspond to the hourly step increase shown below each figure.

To the right of the bi-weekly listings are the monthly equivalents of the basic hourly rate (A step). The monthly equivalent is the computed annual equivalent divided by 12.

To the right of the monthly listings are the annual equivalents of the basic hourly rate (A step). The annual rate is the bi-weekly rate multiplied by 26.1, since there are slightly more than 26 bi-weekly periods in a year.

5. <u>Review</u> Not Applicable