

**PEACE OFFICER MERIT COMMISSION POLICY AND PROCEDURE**  
**PUBLIC SAFETY JOB CLASSIFICATION PLAN AND PRACTICES**

**POLICY**

It is the policy of the Merit Commission to provide for a consistent process for placement of Merit System Officers within the job classification plan.

**DEFINITIONS**

**CATEGORY:** A group of employees who have been selected and appointed under the Merit Commission system. There are currently three categories: Law Enforcement Officer, Corrections Deputy, and Public Safety Deputy. A category may consist of one or more ranks.

**CLASSIFICATION:** The term used to describe the grouping of like positions, the assignment of a title and/or paramilitary rank, the assignment of a category, and the assignment of the appropriate grade and salary range on the Public Safety pay plan. The classification of any position is made after evaluation of written tasks and objectives and may include a review of that position in relation to other positions in the Sheriff's Office or UPD.

**CLASSIFICATION PLAN:** Consists of all positions covered by the Merit Commission including ranks, career ladder, specialist positions and their interrelationships.

**GRADE:** The pay range for each of the positions in the job classification plan.

**POSITION:** Refers to any position, grade or rank in the classification plan.

**RANK:** Refers to an appointment attained based on a merit examination or an emergency appointment.

**SPECIALIST POSITION:** A position requiring peculiar and exceptional qualifications of a scientific, professional or expert character, where it is evident competition is impracticable.

**REASSIGNMENT :** 1) the movement of an employee to another category, rank or assignment due to an ADA accommodation or voluntary request; or 2) the movement of an employee serving in a specialist position back to his/her former category or, in the case of an externally appointed specialist the movement of the employee to an entry level position within his/her category.

**TRANSFER:** A transfer is the lateral movement of a Merit Commission covered merit employee to a different division or unit in the same category within the same merit class and salary range.

## 1.0 CLASSIFICATION PLAN

1.1 The Merit Commission will adopt a classification plan for all Officers.

1.2 The Merit Commission will approve new position classifications into the classification plan.

1.2.1 In the event a new position classification is created and approved, the position will be classified and become part of the classification plan.

## 2.0 CLASSIFICATION CATEGORIES AND RANKS

2.1 The classification plan consists of Law Enforcement Officer, Corrections Deputy, and Public Safety Deputy.

2.2 Within each category, there are the ranks of sergeant, lieutenant, and captain.

## 3.0 SPECIALIST POSITIONS

3.1 After the approval of the Merit Commission, the Sheriff may appoint without examination, a qualified sworn officer to a designated specialist position, which requires the appointed sworn officer to meet special qualifications.

## 4.0 MAINTAINING THE JOB CLASSIFICATION PLAN

4.1 The Human Resources Division will prepare job descriptions.

4.2 The Sheriff will recommend modifications to the position classification to the Merit Commission.

4.3 The Merit commission staff will maintain position classification competencies (knowledge, skills, and abilities) for each category and rank and establish minimum qualifications.

4.4 The Merit Commission will approve all changes to the classification plan.

## 5.0 TRANSFERS

5.1 The Sheriff or designee may at his or her discretion transfer a sworn officer from one assignment to another within the same category and rank.

## 6.0 OUTSIDE PUBLIC SAFETY CREDIT

A new full-time employee or a lateral hire shall receive service credit for all qualifying experience at the rate of one for one, rounded to the nearest whole month. Partial months of service exceeding 15 days will be rounded up to a full month.

Prior to January 5, 2016, a new full-time employee shall receive service credit for all qualifying experience at the rate of one half, rounded to the nearest whole year. The credit shall be determined by first dividing the total credit in half then rounding to the nearest whole year. Six months and over will be rounded up.

Outside credit is used to determine pay at entry and shall be considered in terms of initial placement in and future advancement on the career ladder. Outside credit is not counted towards, nor does it affect, the service date, the hire date, or the merit date, except as specifically provided for in other Merit Commission policies.

Qualifying experience is defined as follows:

- 6.1 Law Enforcement Officer: Equivalent, full time, paid law enforcement experience with any municipal, county, federal or state law enforcement agency such as a police officer, deputy sheriff, highway patrol trooper, or federal agent.
- 6.2 Corrections Deputy: Equivalent, full time, paid corrections experience in any municipal, county, federal or state correctional facility.
- 6.3 Public Safety Deputy: Equivalent, full time, paid law enforcement or special function officer experience with any municipal, county, state or federal agency such as a police officer, deputy sheriff, highway patrol trooper, parole and probation officer, or federal agent.

## 7.0 GRADE AND SALARY UPON REHIRE

- 7.1 Employees who move from one category to another may, at the Sheriff's discretion, return to the former category under the same terms as a rehire, if the return occurs within the required one (1) year period.

Example: If an employee moves from Corrections Deputy to Public Safety Deputy, then resigns and asks to be returned as a Corrections Deputy, the employee could be returned, at the Sheriff's discretion, to the appropriate pay grade for the corrections category, at the step appropriate for service credit.

- 7.2 Employees who have not been promoted shall be rehired in the grade appropriate to the job category at the step appropriate for qualifying service credit.
- 7.3 Employees who have been promoted shall forfeit that rank and be rehired at the entry grade and step appropriate for qualifying service credit.

## 8.0 REDUCTION IN PAY

As a disciplinary action, and as authorized by the Merit Commission Written Charges Policy, an employee shall have pay reduced. Reductions in pay shall be made in step increments. Such pay reductions may necessarily result in a change in grade.

## 9.0 RECLASSIFICATION

9.1 The Merit Commission shall review position descriptions upon request of the Sheriff.

9.2 The effective date of any reclassification action shall be the beginning of the first pay period following reclassification.

9.3 A reclassification may or may not involve a salary increase consistent with this policy.

## 10.0 REINSTATEMENT

10.1 Reinstatement applies to a merit employee who (a) has been reduced-in-force and is reappointed consistent with the provisions of Merit Commission Policy and Procedure: Reduction-in-Force/Rank and Reappointment Registers, (b) is a veteran eligible under the Uniformed Services Employment and Re-employment Act, or (c) has been reinstated as a result of Merit Commission or subsequent court action.

10.2 A merit employee who has been reinstated shall be reinstated based upon the employees qualifying years of service. Employees shall have their service date adjusted to reflect all previous merit employment with Salt Lake County and/or UPD.

10.3 Merit employees who have been activated and go on leave without pay for the purpose of entering the Armed Forces must be reinstated in accordance with the provisions of the Uniformed Services Employment & Re-employment Rights Act, 1994; 38 U.S.C.; 4301-4333. If employees are reinstated, their pay shall be restored as follows:

10.3.1 Veterans must be paid at the level they would have attained had they not left for military service. This includes all general cost-of-living and merit increases.

10.3.2 Employees shall have their service date adjusted to reflect previous merit employment, plus the entire period of military service and the period between release from the service and their return to work as allowed by USERRA. The adjusted service date will be used for the purpose of determining vacation accrual, awarding employee service awards and employee service certificates, and for the calculation of reduction-in-force retention points.

10.4 Merit employees who have been reinstated as a result of Merit Commission or subsequent court action must be restored as directed by the Merit Commission or court.

10.5 When the Sheriff's Office has been directed to rehire an employee who has been reinstated by Merit Commission or court action and a vacancy no longer exists, the Merit Commission Reduction-in-Force/Rank and Re-appointment Registers Policy shall be applied.

## 11.0 SPECIALIST POSITIONS

11.1 Employees appointed to a specialist position shall be placed within the salary range as approved for the position by the Merit Commission. Placement within the salary range is at the discretion of the Sheriff.

- 11.2 The employee will maintain two classifications: the permanent merit rank and the appointed rank or title, and accompanying pay. The merit rank is attained through appointment from a merit register based on a competitive merit examination, while the specialist appointment is based on the provisions of the Merit Commission Policy and Procedure: Specialist Positions.
- 11.3 The specialist appointment does not change or alter the merit status of the employee.
- 11.4 Time served in a specialist position does not count as eligibility time to participate in a merit examination, other than in the employee's permanent position.
- 11.5 The employee cannot be transferred to another position classification within the pay grade.
- 11.6 The Sheriff may opt at any time to transfer the employee to a position within their current rank. Said transfer may result in a reduction in pay but will be considered a reassignment and not a demotion.

12.0 TEMPORARY AND PART TIME APPOINTMENTS

12.1 The Sheriff may make temporary or part time appointments within the following parameters:

12.1.1 Filling Vacancies When No Merit Register Exists.

The Sheriff may appoint a temporary employee to fill a vacancy for a period not to exceed 120 days within any 12-month period when there is not an active register in existence.

12.1.2 Part Time Appointments

The Sheriff may appoint a part time employee to perform duties required of a sworn officer without approval of the Merit Commission for a period not to exceed 29 hours per week.

APPROVED AND PASSED THIS 20<sup>th</sup> day of Nov. 2019.

SALT LAKE COUNTY  
PEACE OFFICER MERIT COMMISSION



David Salazar, Chair

