

# **15. Administrative Salaries (B\*\*)**

\*\*Applicable to all Court and probation employees in the Nebraska Supreme Court Administrative Office, and all employees in the Supreme Court Clerk's Office, Reporter of Decisions Office, Career Law Clerks, Administrative Assistants, Staff Attorney Offices of the Supreme Court and Court of Appeals, Office of the Counsel for Discipline, Office of Dispute Resolution and State Library other than the State Court Administrator, the State Probation Administrator, the Clerk of the Supreme Court, and the Counsel for Discipline.

*Amended 7-9-15.*

## **A. New Employee Salaries**

New employees will usually begin at the Hiring Rate of the salary grade for their job classification. If the individual possesses outstanding qualifications in terms of education, related experience or bilingual skills, the hiring supervisor may request the individual be started at an increased hiring rate not to exceed the Mid-point of the salary range. If the starting salary is above the Hiring Rate, the employee will not be eligible for a provisional salary increase and shall be so informed in writing. Any starting salary other than the Hiring Rate of the applicable grade requires the approval of the State Court Administrator or State Probation Administrator based upon the written recommendation of the supervisor. Written recommendations for an increased hiring rate must include the reasons why the applicant should be paid more than the hiring rate.

*Amended 6-27-07; amended 7-9-15.*

## **B. Salary Increases Upon Completion of Provisional Period**

Upon completion of the original provisional period, unless notified of an extension or separation in writing, employees paid less than Minimum Permanent of their salary grade must be given a salary increase to Minimum Permanent of that grade. Employees hired at a salary equal to or greater than Minimum Permanent of their salary grade will not receive a salary increase upon completion of the provisional period. Employees shall be informed of this information in writing when they are hired.

*Amended 6-27-07; amended 7-9-15.*

## **C. Salary Changes**

The Supreme Court may authorize a general alteration in the salary schedule based upon appropriations made available. When such an "across the board" adjustment is authorized, all employees subject to the salary schedule shall receive an alteration in salary in the amount authorized.

The Supreme Court may authorize specific alterations of salary grades to reflect labor market conditions, based upon salary survey information. When any such alteration is authorized, all employees subject to that salary grade shall receive an alteration in salary of the amount authorized on the effective date of the alteration.

*Amended 7-9-15.*

## **D. Salary Adjustments Within Grade**

A supervisor may request an in-grade salary adjustment for an employee in exceptional circumstances. Requests shall be reviewed by Personnel Management before being submitted for approval by both the Court Administrator and Probation Administrator.

In-grade adjustments shall not be treated like merit increases. Reasons for such requests may include the following:

1. Internal pay equity within the Judicial Branch for similar jobs with disparity in pay.
2. If hiring above minimum permanent due to superior qualifications causes inequity for current, equally qualified staff.
3. If a single position within a class has unique responsibilities/skill requirements which significantly distinguish it from others in the class but are not sufficient to warrant reclassification.

The reasons for and anticipated consequences of such requests shall be explained in detail and documented. The decision of the Court Administrator and Probation Administrator is final and is not appealable by the supervisor or the employee.

*Amended 7-9-15.*

## **E. Salary Grade Changes**

### **(1) Promotions**

Employees who are promoted to a higher salary grade shall be placed at the minimum permanent salary rate of the new job classification or shall receive a 5% increase, whichever is greater. If the employee being promoted possesses outstanding qualifications in terms of education or related experience, the hiring authority may request additional compensation, not to exceed 20% total, to be approved by the Court Administrator or Probation Administrator.

Employees who are promoted shall not be paid above the maximum rate of the new salary grade.

## **(2) Demotions**

Employees requesting voluntary transfers downward shall have their salaries reduced by 5% per salary grade demoted, not to exceed 20% unless the salary is more than the maximum rate of the new salary grade.

Disciplinary demotions require at least a 5 percent reduction per salary grade or the employee's salary may be reduced to the minimum permanent rate at the supervisor's recommendation, with approval by the Court or Probation Administrator. (See Forms of Discipline.)

*Amended 6-27-07; amended 7-9-15; amended 2-4-16; amended 5-10-17.*

## **F. Part-time Employees**

All provisions contained within the salary guidelines, except where otherwise stated, shall apply to part-time employees (working under 40 hours weekly). Rates of pay for part-time employees and temporary employees shall be calculated on an hourly rate of the applicable salary grade monthly rate. Temporary employees shall be paid at the hiring rate of the applicable salary grade.

*Amended 7-9-15.*

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