

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: 5-3
Revision No.: 1

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Starting Pay

OVERVIEW: This policy defines how the pay rate is determined for new employees. It also explains the roles and responsibilities of the Administrating Official and the department director.

SCOPE: This policy applies to all new employees of the Board of County Commissioners.

PROVISIONS:

1. **General Rule.** Typically, the minimum salary established for the position's classification is considered the starting salary for a new employee.
2. **Exceptions to the General Rule.**
 - a. The department director has the discretion to hire at up to the midpoint of the assigned salary range for the classification.
 - b. Hiring at greater than the midpoint of the assigned salary range for the classification requires the approval of the Administrating Official.
 - c. Trainee status hires will be employed at 5% below base. Following the appropriate trainee period, the trainee's salary will be adjusted according to the general rule and those exceptions outlined above.
 - d. Budgetary constraints must be followed when making compensation decisions that are exceptions to the general rule stated above.

County Manager

County Attorney