

TO: ALL COUNTY PERSONNEL
FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR
PREPARED BY: HUMAN RESOURCES
SUBJECT: REQUESTS FOR INITIAL SALARY ABOVE MINIMUM LEVELS
PPM #: CW-P-040

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ISSUE DATE **EFFECTIVE DATE**
May 15, 2013 May 15, 2013
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PURPOSE:

To ensure that proper justification exists for initial employment at above the minimum pay rates established for the job class, in accordance with Rule 6 of the Merit Rules.

UPDATES:

Future updates to this PPM are the responsibility of the Director of Human Resources.

POLICY:

Requests to hire applicants above the minimum salary level for the position must contain sufficient justification and documentation to support the request.

PROCEDURE:

- I. Request Salary in Excess of Minimum:
 - A. Initial Request:
 - 1. The request for payment of salary in excess of the minimum must be sent to Human Resources for review.
 - 2. The request must be in writing and include, at a minimum, the
 - a. name of the selected candidate;
 - b. amount of the requested increase;
 - c. information regarding discussion with the applicant about salary level as a condition of employment;

- d. reason for request: “Lack of qualified applicants for the position or because of other unusual or extenuating circumstances.” The department must provide information on the interview process which supports the unusual or extenuating circumstance;
- e. information concerning the impact of hiring the candidate above minimum salary on other related positions within the department.

B. Justification Categories:

The department request must include information supporting their request. It may include, but is not limited to:

1. Summary of Request: include amount of requested increase and percent of requested increase.
2. Difficulty in Filling the Position: outline the efforts taken to recruit an applicant pool significant in quantity and quality, or information on past difficulties in obtaining a significant applicant pool.
3. Training and Experience: indicate why the training and experience of the selected candidate makes him/her exceptionally qualified for the position as opposed to the most qualified of those interviewed.
4. Selection Process/Interview Results: summarize how the selected candidate performed during the interview or selection process utilized in relation to the others, his/her performance, and why his/her performance illustrates that additional salary consideration is appropriate.
5. Salary History: outline the salary history of the selected candidate in accordance with past responsibilities and how a higher initial salary would fit into the candidate’s employment picture.
6. Applicant Pool: outline the composition of the applicant pool for the position and illustrate how the selected candidate compares on pertinent characteristics.
7. Staff Turnover: note if there has been difficulty in retaining qualified personnel in the position and the reasons why, if any.
8. Precedents: include any precedents that have been established in hiring personnel for the same position in question, the reasons for the action, and the relevance to the current situation.
9. Competitive Salaries: outline how the base salary compares to comparable positions with other employers and how the salary increase would affect the competition.

10. Other Reasons: include other information pertinent to the situation which justifies the situation as unusual or extenuating.

II. Human Resources Recommendation and Decision:

- A. It is the responsibility of the department to supply information or documentation supporting their request.
 1. The department may review the job file and applicants submitted for the position to obtain applicant pool information.
 2. The department may confer with Human Resources staff responsible for advertising to obtain information on recruitment efforts.
 3. If request for starting salaries above minimum are submitted without the minimum information listed in Section I. A. 2. a. thru e. of this PPM, the request will be returned to the department for completion.
- B. If a request for salary above the minimum is 10% or less:
 1. The Human Resources staff responsible for screening the position will recommend approval or denial based solely on the information submitted by the department and any information obtained during the screening process.
 2. The recommendation will be forwarded to the Director, Human Resources, for a final decision.
- C. If the request is over 10% of minimum salary:
 1. Situation II.B.1. applies.
 2. The recommendation may be forwarded to Compensation & Records for its recommendation.
 3. The recommendation will be forwarded to the Director, Human Resources, for his/her recommendation.
 4. All recommendations for request over 10% will be forwarded to the County Administrator for a final decision.

III. Job Offer Pending Final Decision:

Human Resources staff will not delay in providing a job offer to the selected candidate.

- A. The candidate will be advised that the increased salary level request is still pending final decision.

- B. The department will be informed of the candidate's acceptance of the position, or his/her decision to defer acceptance until a final salary decision has been made.

A handwritten signature in black ink, appearing to read 'Robert Weisman', written over a horizontal line.

ROBERT WEISMAN
COUNTY ADMINISTRATOR

Supersession History

PPM#CW-P-040, issued 07/1/1990

PPM#CW-P-040, issued 08/1/2005