

5.4 COMPENSATION PLAN

a. Placement

An employee appointed to a position should normally be compensated at the minimum rate of pay assigned to the class to which the position is allocated. However, at the request of the appointing authority, subject to the approval of the [Finance Board] Mayor, and within existing budgetary approvals, original employment at a salary above the minimum step may be made on written certification by the Human Resources Director that such action is justified by exceptional qualifications of the applicant. Such a request must be made by the appointing authority at the time of the hire and shall not be granted at a later date. To the extent that previous relevant experience equals or exceeds the necessary knowledge and skills, job duties, and responsibilities of the position being sought, those specific and relevant years of experience (less the minimum number of years of experience required in the position description) may be converted to additional steps at a 2:1 ratio, up to and including a maximum of step seven (7). Prior relevant experience that does not equal or exceed necessary knowledge and skills, job duties, and responsibilities of the position being sought may be factored in at a higher ratio. Upon placement of an employee, a communication shall be sent to the City Council detailing the placement.