



# HUMAN RESOURCES DEPARTMENT

## City of Burlington

200 Church Street, Burlington, VT 05401

Voice (802) 865-7145  
Fax (802) 864-1777  
TTY 7-1-1

To: Human Resources Committee

From: Susan Leonard, Human Resources Director

Date: June 6, 2018

**Re: Proposed Changes to City of Burlington Comprehensive Personnel Policy Manual – Policy 5.4 Compensation, 5.4 a Step Placement, 5.4 c Promotions/Placement After Reclassification to a Higher Grade, 5.4 e, Redlining and 5.4 f, Transfer.**

---

Attached is a red-lined draft copy of proposed updates to the current compensation step placement policy. Changes are intended to:

- provide equal treatment of all new hires;
- eliminate the scenario in which it is possible for employees who are either promoted from within or returning to City service to be placed at a lower step than if they were applying as external candidates;
- formalize the current practice of awarding an additional step for education beyond minimum requirements;
- separate and clarify the difference between how promotions and reclassifications to a higher grade are handled;
- add demotions and situations where a placement in a position with a lower classification is at the special request of the benefit of the City to the redlining language; and
- clarify voluntary transfer language.

**The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status or disability.**

**The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.**