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.

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