



STANISLAUS COUNTY PERSONNEL MANUAL SALARY PLAN

Reviewed 11/17

3.24.010 Administration

The salary plan shall be administered in accordance with this chapter. (Prior code § 2-219 (part)).

3.24.020 New Employees

- A. Except as otherwise provided in this section, new employees shall be appointed at the first step of the salary range in effect for the particular class of position to which the appointment is made. The Personnel Director with concurrence by the Chief Executive Officer upon recommendation of the respective Department Head may, however, provide that a particular position be filled up to the fourth step within the salary range. Fifth step appointments must still require Board approval.
- B. Requests for appointment above the first step shall be channeled through the Personnel Office for review and recommendation by the Personnel Director relative to the proposed compensation to be paid the person in question and shall receive the concurrence of the Chief Executive Officer. Such action, as described in Subsection A of this section, must be completed prior to the effective date of employment of the person in question.
- C. When the Personnel Director with the concurrence of the Chief Executive Officer authorizes the filling of a position at a step which is higher than the first step of the salary range, the Personnel Director may advance incumbents of positions in the same class earning less than the step in the particular salary range at which the new employee enters to the same or a higher step and may also fix new salary anniversary dates for such incumbent employees. (Ordinance CS 373 § 2-4, 1990: prior code § 2-219(a)).

SALARY UPON NEW APPOINTMENT [Revised 11/17]

Step System

The County Code provides that employees may be hired at a salary above the first step upon approval by the Chief Executive Officer or in the case of 5th step appointments, with the approval of the Board of Supervisors, upon a department head's written recommendation.

- Appointments at the second through fourth step require a justification memo from the Department Head. The justification memo can be completed after appointing the individual but must be completed before the Personnel Action Form is sent to the Human Resources Unit. No advance approval is required if these criteria are met.
- Appointments at the fifth step require advance approval from the Board of Supervisors.

Banding

- New appointments up to the mid-point of the salary level in a banded position require a justification memo from the Department Head. The justification memo can be completed after appointing the individual but must be completed before the Personnel Action Form is sent to the Human Resources Unit. No advance approval is required if these criteria are met.
- Appointments above the mid-point of the band require advance approval from the Chief Executive Officer, or designee. The justification memo must accompany the Personnel Action Form.

JUSTIFICATION REQUIREMENTS – Personnel Regulation [Revised 11/17]

Appointments above the first step or the minimum of the salary band should be the exception and not the rule, and concurrence/non-concurrence will be based on a review of the **justification memo** submitted by the Department Head addressing the following questions:

1. Why will the candidate not accept the starting salary step/range and benefits package?
2. What is the recommended starting salary, what factors were considered, and is it fair and competitive based on the current labor market?
3. What sets this candidate apart from the other candidates, and what value do you expect the candidate to bring to the organization? Please highlight the candidate's exceptional skills, experience, and education that support the recommended salary.
4. What recruitment challenges were experienced in finding qualified candidates to fill this position?
5. What are the potential impacts to the organization if the recommended salary is not approved and the candidate does not accept the position?