



**STANISLAUS COUNTY
PERSONNEL MANUAL
SALARY UPON NEW APPOINTMENT/PROMOTION
JUNE 15, 1999**

Below are the revised guidelines for New Appointments and Promotions under banding and the five-step system. An important change to this matrix is the **required justification memo** from the Department Head to be sent with the Personnel Action Form after appointment above the minimum of the band or promotion above the standard 5%. Just like the five-step system, appointments/promotions above the minimum of the band should be the exception not the rule. When writing your justification memos, remember to use the guidelines in **Tab 4 Page 14**, for Appointment Above the First Step.

	BANDING	FIVE STEP SYSTEM
NEW APPOINTMENT	<p>Minimum of Band ➡ Department Head approval.</p> <p>Up to 25% of Band ➡ Justification memo from Department Head sent with Personnel Action Form (PAF) after appointment.</p> <p>26-50% of Band ➡ CEO advance approval.</p> <p>51-100% of Band ➡ BOS approval.</p>	<p>First step ➡ Department Head approval.</p> <p>Second-Fourth step ➡ Justification memo from Department Head sent with Personnel Action Form (PAF) after appointment.</p> <p>Fifth step ➡ BOS approval.</p>
PROMOTION	<p>5% above current salary.</p> <p>The Department Head has discretion for County employees promoting into an initial band or to a new higher level band to use the same guidelines listed above. CEO Memo October 12, 1999.</p>	<p>5% above current salary, within six (6) cents. Special Merit Increase.</p>



**STANISLAUS COUNTY
PERSONNEL MANUAL
SALARY PLAN**

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)).

APPOINTMENT ABOVE THE FIRST STEP—Personnel Regulation

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.

Concurrence/non-concurrence will be based on a review of the **justification memo** submitted by the Department Head addressing three questions:

1. Why will the candidate not accept appointment at the first step? Include reference to relative fringe benefits and salary history.
2. What exceptional skills, qualifications, experience, etc. will this candidate bring to the County that other applicants do not possess? (In other words - what makes the extra expenditure appropriate?).

3. What recruitment difficulties affect the filling of this position? (Personnel will help with this question.)

APPOINTMENT ABOVE THE FIRST STEP— See chart on Page 9.

Banding

- New appointments up to the 25% 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 at the 26-50% level of the band require advance approval from the Chief Executive Officer. The justification memo must accompany the Personnel Action Form.
- Appointments at the 51% level of the band or higher require advance approval from the Board of Supervisors.

Step System

- 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.

3.24.030 Increases Within Range

- A. Salary advancement shall not be automatic, but shall be given only on the affirmative recommendation of the Department Head in the case of employees and the affirmative recommendation of the Board of Supervisors in the case of officers and such recommendations may be made only on the basis of a rating of satisfactory or above as indicated on the overall rating as shown on the last performance rating of the employee or officer filed in the Chief Executive Office.
- B. Employees shall be eligible for advancement to the second step of their salary range on their salary anniversary date after one year of satisfactory continuous service on the first step. Eligibility for advancement to subsequent salary steps will thereafter be based on one year of satisfactory continuous service at the prior step until the employee reaches the maximum salary step of the appropriate salary range.