

WS- 3: Initial Employment and Appointment

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SECTION I - POLICY

1. DEFINITION

An original appointment is the initial employment of an employment of an individual with the County or the re-employment of a former employee who is either not eligible for reinstatement, or not offered reinstatement.

2. GRADE DETERMINATION

Newly employed individuals will be employed at the grade allocated to the specific position or job the employee is appointed to, as specified in the classification and compensation plan.

An employee who receives an original appointment shall be paid at the minimum rate for the job class covering the position (according to the Classification and Compensation Plan) unless:

1. The employee is employed on a trainee basis in which case he may be paid at a rate of 5% less than the minimum for the grade. Generally, trainee status does not remain in effect for any one employee for more than six (6) months.
2. The employee possesses educational or experiences substantially above minimums required in which the County Administrator may approve employment at a salary above the specified minimum.

An employee who is reinstated to a previously held position may be paid at the same rate received during the previous appointment but at least equal to the current minimum rate for the position.

3. WITHIN GRADE RATE.

- a. Newly employed individuals are normally employed at the minimum pay rate established for the appointed grade.
- b. It is our intent to make as few appointments above the entry rate as possible. However, in recognition of such factors as an applicant's exceptional qualifications, tight labor markets, operational needs, and costs associated with further recruitment efforts, newly employed individuals may be hired at a higher rate with the approval of the County Administrator.

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4. REVIEW DATE.

All factors of hiring will be considered at the time a selection is made and a review date will be scheduled at the discretion of the County Administrator.

- a. For an appointment at the minimum pay rate, the review date is generally three months from the date of employment.
- b. For an appointment above the minimum pay rate, the review date is generally six (6) months or less from the date of employment.

SECTION II - PROCEDURES

5. EMPLOYMENT ABOVE THE MINIMUM RATE.

- a. The department head will submit, through supervisory channels, to the County Administrator the recommendation for a higher pay rate.
- b. The County Administrator will review the applicant's qualifications, ensure that all policy requirements are met, and that sufficient funding is available.