

A.1.11.1 General Provisions

The salary for employees appointed to broadbanded classifications shall be established in the broad range subject to the discretion of the appointing authority based on the following and market factors of the applicable survey classification. The first step of the salary range is the minimum rate and shall normally be the rate paid to an employee upon appointment to a classification in Unit Y. In cases where it is deemed reasonable and necessary, the County Administrative Officer may make an appointment up to Step 3, or the Board of Supervisors may authorize an appointment up to Step 4. Advancement to Steps 5, 6 and 7 is restricted to time in grade. In determining the appropriateness of placing an employee above Step 1, the following criteria should be considered: a) Credit for experience: The person has prior years of applicable and related experience, from which the County will benefit. b) Difficulty of recruitment: There is a scarcity of applicants that meet the employment standards as demonstrated through recruitment efforts. c) Unusual qualifications: The applicant possesses knowledge, abilities or skills which are necessary to provide needed services and which are unusual in the applicant population and normally have been acquired through substantial specialized training or experience. d) Reduction in pay: The person would receive a pay cut. e) Employment negotiation: The person would not accept the position without the advanced step placement up to Step 3. f) Employee retention: The ability of the County to retain the employee will be enhanced if an advanced step placement is given. 26 g) Budget implications: Short and long term

A.1.11.5 Waiver for Unusual Circumstances

In any case where, by reason of unusual circumstances, rigid adherence to the principles related to salary adjustment set forth above would otherwise cause a manifest injustice, the Board of Supervisors may, upon written request of the County Administrative Officer, authorize the advancement of an employee to such step in the employee's salary range as the Board of Supervisors determines to be just and proper.