

**City of Saint Paul**  
**Compensation Policy for New Hires and Promotions**

Effective: April 9, 2007; Revised March 21, 2013; Revised January 1, 2015

**Description:**

Civil Service Rule 28.B.3 states “Appointment may be made to a graded position at any of the current steps prescribed by the Council.” Appointment at any step higher than the current entrance salary or at more than the rate prescribed in Civil Service Rule 28.B.5 shall be made only upon recommendation of the Human Resources Director, subject to the approval of the Mayor.

This means that subject to the approval of the Human Resources Director, City Department and Office Directors have the authority to make an appointment or promote individuals to any of the current steps found in the union contracts and/or salary schedules. Any of the current steps shall be interpreted to include all the steps, including those steps traditionally described as longevity steps. This policy does not apply to employees working in an out of classification assignment.

**Considerations:**

1. Civil Service Rule 28.B.3 may supersede Civil Service Rule 28.B.5, which prescribes the formula to be used to calculate compensation upon promotion based on the step and longevity the incumbent has achieved in their current classification, to promote an employee to a higher step than prescribed by 28.B.5. Civil Service Rule 28.B.3 cannot be used to reduce the employee’s compensation to a lower step than that prescribed by Civil Service Rule 28.B.5.
2. Civil Service Rule 28.B.3 states that if appointment is made at a salary step requiring more experience than the appointee has acquired in employment outside the City service in positions equivalent to the position to which they are being appointed, then all other City employees holding the same title shall also be given credit for the same length of unearned experience in determining salary increases. Any request for appointment above the entrance step must take this requirement into consideration, list the employees who would be affected and analyze the budgetary effects.

**Procedures:**

**Step 1:** After the department selection process has been conducted, but prior to making a salary offer, the Department or Office Director will seek approval, in writing, from the Human Resources Director that describes the significant reasons to hire or promote a candidate above the current entrance step or step prescribed by 28.B.5. Compelling reasons include, but are not limited to, (1) education or experience that is directly related to the classification to be filled and that is greater than that required and (2) market considerations.

**Step 2:** The Director of Human Resources will evaluate the request to determine appropriateness of the in-range adjustment based on the rationale provided and Civil Services Rules compliance.

**Step 3:** If approved, and the candidate is subsequently hired, the department request and Human Resources approval will be placed in the employee’s service history file.