

City of Saint Paul
Compensation Policy for New Hires and Promotions
Revised October 2024

Promotion for the purpose of this policy is defined as an appointment to a classified or unclassified position with a higher maximum rate of pay, including provisional and out of class assignments.

Description:

1. 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 starting salary (for external hires) or at more than the 5% rate prescribed in Civil Service Rule 28.B.5 (for internal hires) requires approval of the of the Human Resources Director.
2. Civil Service Rule 28.B.3 cannot be used to reduce the compensation of a current employee to a lower step than that prescribed by Civil Service Rule 28.B.5.

Any job offer with a starting salary in excess of the lowest step in a position’s grade requires a review of the candidate’s qualifications by Human Resources. Such requests shall be directed to designated member(s) of the Human Resources staff.

With approval from Human Resources, an individual may be appointed or promoted to any step in the grade for the position, including those traditionally described as longevity steps. Placement is based on the assessment by Human Resources of a candidate’s related education and experience **which has not already been used in meeting the minimum qualifications for the position**. Meaning, experience used to meet the minimum requirements for the position cannot be used in determining salary above the minimum. Candidates that meet minimum requirements are placed at step 1. Credit beyond what is assessed is considered unearned experience, is subject to the conditions of Civil Service Rule 28.B.3.

Relevant or related experience is experience that include the knowledge, skills, and abilities that are substantially similar to those required for the associated position.

Service credit shall be based on full time work (40 hours per week). For example, 12 months of relevant work experience at 20 hours per week counts as 6 months. 12 months of relevant work experience at 10 hours per week counts as 3 months.

Departments may also grant year-for-year service credit for relevant education, which includes 2 years for Associate’s Degree; 4 years for Bachelor’s Degree, 2 years for Master’s Degree, and 3 years for a Juris Doctor degree.

4-year relevant bachelor’s degree + 5 years irrelevant work experience + 8 years relevant work experience + 2 years part-time relevant work experience at 20 hours per week = **13 years of credit – minimum requirements of Bachelor’s degree and 4 years experience = 5 years credit.**

(Note: Work irrelevant to the current field or position does not count for credit. 2 years of part-time work equals 1 year of credit.)

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.

Furthermore, credit for unearned experience is generally not aligned with citywide goals for equitable compensation, as it tends to only be a viable consideration in highly-graded titles with few or no other incumbents.

Any department requesting unearned experience will be required to submit documentation of other employees who would be affected, an analysis of the financial impact to other positions, and establish why the request should take precedence over any equity considerations that may apply.

Procedures:

1. After the department selection process has concluded, and prior to making a job offer, a department representative shall submit the candidate’s resume along with their request, in writing, to the Human Resources Director or designee, that describes the significant reasons to hire or promote a candidate above the current entrance step or step prescribed by 28.B.5 (5%) if desired. Reasons may 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 the minimum required, and (2) market considerations.
2. Human Resources will evaluate the request and review the candidate’s application and supporting materials for relevant experience. Human Resources will determine the appropriateness of the salary request based on the rationale provided, the candidate’s qualifications, and the Civil Services Rules.
3. Human Resources will inform the department of the maximum step at which a candidate may be hired. A department may offer employment at the maximum step authorized, or any step below it in the salary grade.
4. If the candidate is hired, the department request and Human Resources approval will be placed in the employee’s personnel file.

For salary schedules that do not associate steps with years of experience, initial salary approval will be reviewed and approved based on the evaluation according to the grid below, to ensure equity and alignment with previous hires.

| Salary Step | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|------------------------------------|----------|----------|----------|----------|----------|----------|
| Years of Experience above Minimum | 0 years Just meets requirements | 1 year | 2 years | 3 years | 5 years | 10 years | 15 years |

Additional Considerations:

Out of title appointments should follow Civil Service Rule 28.B.5 indicating a 5% increase, with the following exceptions in which additional compensation based on education and experience may be evaluated when an employee meets the qualifications for the higher-level position:

- a. Long- term project work where the project (including what constitutes completion) is clearly defined, and where financial support for the work is tied to an external funding source.

Upon completion of the project, the assigned employee shall be returned to their previous title.
- b. Certified positions for which the employee receives premium pay in addition to a base rate (i.e. Fire Captain working out of title as Fire District Chief, compensating for the loss of premium pay).
- c. Approval under these considerations requires HR Director approval.

The Human Resources Director has final authority and approval of salary placement.