

## City of Minneapolis - Procedures for Salary Requests Above Step 1

**Governing Policy:** Council Actions on May 25, 2007, June 19, 2015 and April 29, 2016.

**Applies to:** New hires in the classified and unclassified service. Does not apply to new politically appointees.

**Procedures Last Revised:** June 1, 2016 **Administering Department:** Human Resources

**Contact:** Deb Krueger, Human Resources Manager, 673-3109

### General Conditions

1. City Department Heads have the authority to approve salary requests **up to** Step 3 for new employees in the classified service and for newly appointed officials in the unclassified service. Starting salaries for new appointed officials above Step 3 must be documented by the hiring authority and approved by the Assistant City Coordinator – Human Resources (Chief HR Officer) in consultation with the Director of Labor Relations.
2. The Chief HR Officer has the authority to approve salary requests **above** Step 3 for new hires in the classified service (upon Department Head review), and above Step 3 for newly appointed officials in the unclassified service. This authority extends to the appointment of Charter Department Heads.

### Procedures

1. Prior to extending a conditional job offer, the hiring authority completes the applicable sections of the Starting Salary Above Step 1 Worksheet. For example, to request a higher salary for an applicant based on their work experience, complete sections 1 and/or 2. Minimum qualifications for the vacancy are listed on the job posting, or can be obtained from the HR Generalist.
2. The hiring authority emails the completed worksheet to their Department Head (or designee) (up to Step 3) for approval. If requesting above Step 3, approval from the Department Head is required prior to sending the request to the Chief HR Officer (above Step 3) for final approval.
3. The Department Head and/or Chief HR Officer will review, make a determination to approve or deny the request, and email the worksheet back to the hiring authority.
4. The hiring authority or their designee enters the Job Offer into NeoGov with the pertinent salary step information to continue the hiring process. Upload the approved Starting Salary Above Step 1 Worksheet as an attachment on the hire record in NeoGov.
6. The department personnel file manager will place a copy of the approved Starting Salary Above Step 1 Worksheet in the employee's department personnel file.