

## **Instructions Regarding New Hire Salary Approval Form (Effective 10/1/2017)**

### **WHEN THIS FORM IS APPLICABLE:**

Before a supervisor/manager makes a new hire salary offer for any full-time or part time position, this form must be completed if the salary offer will be above the minimum of the salary range. This form must always be approved by the hiring department director, or designee. If the salary offer is above 15% from the minimum for any non-public safety position, or above the C-step for any public safety position, then this form must be approved by the City Manager's Office (CMO). When the form is completed, with necessary approvals, forward the form to Ayla Waqar (for full time positions) or Chelsie Montgomery (for part time positions) in Human Resources. Once the appropriate level(s) of approval are received, the hiring supervisor/manager may make the offer to the job candidate.

NOTE: This form does not need to be completed if hiring the candidate at the minimum of the salary range or for promotions of current employees.

### **INSTRUCTIONS FOR COMPLETING THE FORM:**

1. Determine if you are making a salary offer to a new hire candidate above the minimum of the salary range. If making an offer above the minimum, then the New Hire Salary Approval form must be completed, approved, and submitted to Human Resources.
2. Record the name of the candidate at the top of the page. Insert the hiring department and division name, position title you are hiring, name of the position's supervisor, and the position's salary range. Briefly list the minimum requirements (from the position's job description) for the vacant position.
3. In the next section, record the candidate's current employment salary (if currently employed), number of years of relevant experience (as it relates to the vacant position), and any relevant education/certification/ licenses the candidate possesses that warrants a hiring salary above the minimum of the pay range.
4. In the checkbox section, check all boxes that are applicable for why an offer is being made above the salary range minimum.
5. Mark YES or NO if the candidate is being hired above 15% from the minimum (if the position is a non-public safety position) OR if hiring above the C-step (if the position is in a public safety department). If making a salary offer to a candidate that is above the minimum but not above one of the aforementioned salary thresholds, you only need to receive department head approval. If making a salary offer to a job candidate that is 15% above the minimum (for a non-public safety position) OR above the C-step (for a public safety position), **then you must obtain department head AND City Manager's Office approval.** Approvals can be provided via email if necessary. If this occurs, please ensure that a copy of the approval email(s) is/are attached to the form when forwarding the completed form and approvals to Human Resources.
6. **Once the appropriate levels of approvals are received, you may submit the completed form to Human Resources.**
7. **Once submitted to Human Resources, you may make a contingent job offer to the candidate.**  
There is no need to wait for any other approvals from Human Resources.

**NOTE:** The salary designated at the 15% threshold or the C-step, is labeled on your department's pay plan.

If you have any questions regarding this form, please call Ayla Waqar (x4001) or Chelsie Montgomery (x4007).