

4.5.1P
SALARY PLACEMENT GUIDELINES
CLASSIFIED AND MANAGEMENT
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SEIU Article 7.7.1

The following Guidelines are to be applied to determine both initial salary step placement for newly hired Classified staff and Management Team members and any time when Classified and Management Team members are promoted to a higher level position. Both Classified and Management have a total of five (5) Steps per Grade: 1 through 5 (for Classified) and Range: A through E (for Management). The highest step a new hire can be placed at is Step 3 for Classified and Step C for Management.

Placement at Step 1 or Step A: The individual meets the Minimum Qualifications (MQ's) for the position (including Education/Work Experience/and any Knowledge and Ability requirements).

Placement at Step 2 or Step B: The individual has three (3) years of full-time (or part-time equivalent) experience BEYOND the MQ's. (For example: If one (1) year of full-time experience is required for MQ's, the individual would have to have four (4) years of related full-time experience to be placed at Step B.)

Placement at Step 3 or Step C: The individual has five (5) years of full-time (or part-time equivalent) experience BEYOND the MQ's. (Example: If two (2) years of full-time experience is required for MQ's, the individual would have to have seven (7) years of related full-time experience to be placed at Step C.)

NOTE: Salary Placement Procedures for Classified staff who are "promoted and/or reallocated" to a higher Classification/Range, are covered in the SEIU Contract, Article 7.7.1.