

Instructions to Approvers

The changes made by a manager are shown below. If any of the information is incorrect, reject the changes and the manager will be notified so that they can make corrections. You can also add comments, which will display in the approval history.

Comments:

Employee Name: Emily Panton	Status: Active
Employee ID: 029657	Job: 08533 - Library Regional Branch MGR
Hire Date: 11/22/2015	Department: 6306301 - LIB LIBRARY ADMINISTRATION
Service Date: 11/22/2015	Pay Group: ADM
Employee Type: Salaried	

Compensation Rate: \$57,194.54 Per Year	Position: 63016533 - LIBRARY REGIONAL BRANCH MGR
Salary Grade: 084	
Salary Step: 2	

Change Job & Salary Info:

■ Promotion

Effective Date: 06/19/2017	
Reason: OAS - Qualified Above Minimum	
Position: 63016533 - LIBRARY REGIONAL BRANCH MGR	
Job: 08533 - Library Regional Branch MGR	
Salary Step: 3	
	-706.12 Per Year : Year
	\$56488.42

New Salary: Additional Job Salary Information:

Percentage Change: -9.23

ITEM: 5 (i)

REQUEST FROM LIBRARY FOR RETROACTIVE EXTRAORDINARY QUALIFICATIONS PAY FOR LIBRARY REGIONAL BRANCH MANAGER, EMILY PAINTON AT ITS MEETING OF APRIL 16, 2018

Based on Rule IV, section 2.7(d) – Extraordinary or Superior Qualifications Pay. the Library has requested a pay adjustment for Emily Painton, Library Regional Branch Manager because she possesses t equivalent qualifications, experience, and/or credentials of Mr. Christopher Nulph who was hired at 2.5% above the minimum ans would be effective.June 19, 2017 the date of his hiring.

Rule IV: Section 2.7 Extraordinary or Superior Qualifications, Experience, Credentials

Subject to the revocation of the Personnel Director, an appointing authority may pay an original, temporary, provisional or regular employee a pay rate of up to the midpoint of the pay range upon appointment, subject to the following conditions and limitations:

- (a) That the appointee possesses extraordinary or superior qualifications/credentials above and beyond the minimum qualifications, experience, and/or credentials required which have been verified and documented as job related, and that the amount of additional pay shall be justified based on an objective analysis of the additional financial advantage the increased hiring rate with provide to the city.
- (b) That the duties and responsibilities of a position require the employment of a person with qualifications/credentials that differ significantly from those normally required for other positions in the same class, and the persons who possess such qualifications are not readily available in the labor market at the minimum entrance rate in the pay grade;
- (c) That the pay rate is subject to review by the Civil Service Commission;
- (d) The salaries of all current probationary and permanent employees who occupy positions in **the same job classification and who possess the same or equivalent qualifications, experience, and/or credentials** shall be adjusted up to but not to exceed the rate granted to that employee provided that the qualifications, experience, and/or credentials are also verified and documented in the same manner as that employee. Such adjustments shall only be made on the same date that the higher pay rate is given to that employee;
- (e) The Commission shall have exclusive, final authority to validate the qualifications, experience, and/or credentials credited for purposes of this subsection;
- (f) The appointing authority must post all special rates given in a location that is accessible to all employees. The appointing authority must assure that the posting remains in place permanently or is replaced when appropriate.