

EFFECTIVE DATE: July 12, 2005

SUBJECT: Entry Level Pay

AR 05- 02

AN ADMINISTRATIVE REGULATION
CONCERNING NEW EMPLOYEE APPOINTMENTS
ABOVE THE PAY PLAN MINIMUM RATES

Section 1. Purpose

The City of Hobbs is currently in the process of negotiating collective bargaining agreements with non-supervisory Police and Fire personnel. The City is also in the process of phasing in an Oliver System classification plan by adopting individual occupational group pay plans as they are developed. This administrative regulation is intended to govern initial pay rate determination during this time of pay and classification plan transition and after new Oliver System occupational group pay plans are approved by the City Commission.

Section 2. Education & Experience Appointment Rate Credit

Credit may be granted for education and/or previous job related experience not to exceed 15% above the established minimum rate of pay.

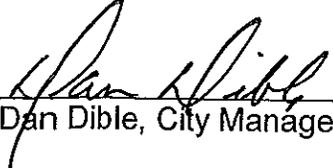
Education appointment rate credit will only be granted for educational attainment above the minimum education qualifications in the job description. Educational Credit shall not exceed 5% above the established minimum rate for an Associate level degree and shall not exceed 5% more for a Bachelor's degree for positions requiring no college level education. In the case where the job requires an Associate level degree, no more than 5% above the established minimum shall be granted for a Bachelor's degree. In the case where a Bachelor's degree is required, no more than 5% above the established minimum shall be granted for a Master's degree.

Section 3. Internal Equity Review

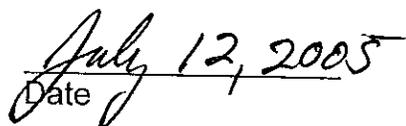
The Personnel Director shall be responsible for reviewing all proposed entry level pay rates for (1) equity within the proposed appointee's classification and (2) equity in relation to incumbents in classifications that may be training or serving as lead worker supervisors over the appointee. If the Personnel Director determines that a potential internal equity issue exists she has the authority to establish a maximum allowable appointment rate regardless of the provisions of Section 2 of this Administrative Regulation.

Section 4. Exemption

Non-Police and Fire positions that have not yet been classified through the Oliver System process are exempt from the requirements of Section 2 of this administrative regulation. These positions are limited to initial appointments for education and experience up to the pay range midpoint subject to Section 3 of this administrative regulation. Once the City Commission implements the Oliver System for these positions, they will then be immediately subject to the provisions of Section 2 of this administrative regulation.



Dan Dible, City Manager



Date