New Appointments (continued)

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**Definition**

A new appointment is the initial employment of an individual to a position in State government.

Note: Employees transferring from a career-banded classification to a graded classification should be treated as a Grade-Band Transfer action and the salary established using the New Appointments Policy.

**Types of Appointments**

An employee entering into State service shall be given one of the following types of appointments: (See Appointment Types and Career Status Policy located in Section 3 of the State Human Resources Manual for discussion of requirements.)

<table>
<thead>
<tr>
<th>Type of Appointment</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probationary</td>
<td>if the employee is qualified for the permanent position.</td>
</tr>
<tr>
<td>Time-limited</td>
<td>if to a time-limited position or to fill a permanent position vacant by leave without pay</td>
</tr>
<tr>
<td>Temporary</td>
<td>if for a specified period not to exceed twelve months</td>
</tr>
</tbody>
</table>

**Qualifications**

The employee must possess at least the minimum recruitment standards, or their equivalent, as set forth in the class specification. Exception: See the section in this policy on Employees in Trainee Classifications.

**Minimum Rate or Special Minimum Rate**

The minimum rate of pay for a class shall normally be paid a qualified new employee. Trainee rates are explained under the section on Employees in Trainee Classifications.

When a special minimum rate (SMR) has been authorized, that rate may be paid a qualified new employee if the agency has made a decision to use the new rate.
New Appointments (continued)

Above the Minimum or Special Minimum Rate
A salary above the minimum rate or SMR may be paid at the initial appointment or at the time the appointment is made permanent, but not to exceed the maximum salary published in the vacancy announcement, when:

- warranted by operational needs or an equal pay justification and
- the applicant possesses exceptional qualifications above the minimum recruitment standards. The additional experience and training must be in the same or closely related area to that stated as acceptable in the class specification; or
- applicants who possess qualifications for the classification may be hired up to the top of the first quartile.

As a guide, up to 5% above the minimum rate or SMR may be considered for each qualifying year of directly related experience or education above the minimum recruitment standards.

If the salary requested is above the minimum or the SMR, the personnel action must include a statement of reasons and justifications for the rate that will be paid.

Appointments above the minimum rate or SMR shall be avoided if salary inequities will be created. This shall be considered carefully in order to avoid present or future inequities.

Probationary Increase
When an employee is given a permanent appointment after successful completion of the probationary period, the employee’s salary may be increased by up to 5% or to a higher rate if conditions justify.

Increases for Salaries below an Authorized Special Minimum Rate
If an agency has implemented a (SMR), but hires an employee at a salary below the authorized SMR because the lower salary is sufficient to attract applicants but not sufficient to retain the employee once experience is gained, an adjustment up to the SMR may be made during or at the end of the probationary period or at such time as performance indicates that it is justified.

Part-time Salary Rates
Employees with permanent part-time appointments shall be paid a proportionate annual rate.

Temporary Salary Rates
The minimum rate shall normally be paid temporary employees. However, a lower rate may be set if reasons are acceptable to the Office of State Human Resources. Temporary employees shall be paid hourly rates.

Salary Exceptions
Only with the prior approval of the Human Resources Director and in well-documented cases which involve circumstances such as severe labor market conditions or extraordinary qualifications will salaries be considered which exceed the limits of this policy.
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Effective Date
A new employee may begin work on any scheduled workday in a pay period. When the first
day of a pay period falls on a non-workday and the employee begins work on the first
workday of a pay period, the date to begin work will be shown as the first of the pay period.

The effective date for change to a permanent appointment shall be the date that it is
determined that the employee meets acceptable performance standards, but not less than
twelve (12) months from the date of employment. (See the Appointment Types and Career
Status Policy in Section 3 of the State Human Resources Manual.)

Employees in Trainee Classifications

Purpose
Classifications often require knowledge or skills not available from the labor market or which
cannot be learned in a short period. To accommodate this and where appropriate, a trainee
progression is established to provide a uniform guide for equitable employment and
compensation of trainees. An employee may be appointed to a classification to work against
a regular classified position.

Trainee Progression
The trainee progression:
• defines the recruitment standards, basic skills and related knowledge needed;
• specifies a duration which approximates the normal time for training needed for
  applicants with potential to meet the full job requirements; and
• provides competitive salary progression rates that are spread over the training period.

Trainee Salary
The salary for a trainee must be at the specified minimum rate of the trainee range unless
the employee possesses sufficient additional education or experience to qualify for a higher
rate.

Trainee Salary Increases
While in a trainee classification, the following shall occur:
• An evaluation of the individual's performance and progress on the job shall be made at
  frequent intervals. See the Performance Management Policy located in Section 10 of
  the State Human Resources Manual for additional information related to the frequency of
  performance reviews.
• Increases are provided at specific intervals; however, increases are not automatic and
  are not necessarily limited to the full elapse of specified intervals.
• Trainee salary adjustments shall not be awarded if an employee has an unsatisfactory
  job performance rating. See the Performance Management Policy located in Section 10
  of the State Human Resources Manual for additional information on how to address poor
  performance. Eligibility for trainee salary adjustments shall resume once the employee
  obtains a satisfactory performance rating as defined in the Performance Management
  Policy located in Section 10 of the State Human Resources Manual.
• Salary adjustments may be either advanced or delayed depending upon the progress of
  the employee. If salary adjustments have been advanced:
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◊ normally, the trainee’s salary will not be adjusted to the minimum rate of the range for the regular classification until the employee meets all education and experience requirements for the regular class (experience of part-time employees must be prorated); however,

◊ if verified by individual job audit, the salary can be moved to the regular class rate when job performance demonstrates achievement of duties, knowledge, and skills at the level of the class.

• After successful completion of the trainee period with a satisfactory performance rating, the salary shall be increased to the minimum (or SMR) of the range for the regular classification and the employee shall be reallocated from the trainee classification to the regular classification.

The above applies to officially recognized trainee progressions. The Office of State Human Resources also works with agencies to establish “unofficial” trainees and salary progressions when there is not an established trainee classification.