

Hiring Salaries

Number: D-3

Revision:

Revision Date: 01/01/2016

1.0 POLICY

The Town of Carolina Beach establishes normal hiring ranges for each job based on the prevailing market competitive rate for new employees in similar roles.

2.0 PURPOSE

Normal hiring ranges are established to help ensure that the Town is able to attract the quantity and caliber of applicants necessary to fill positions and to ensure equitable salary administration for new and current employees.

3.0 SCOPE

This policy applies to all new, benefit-eligible employees upon initial appointment to Town service.

4.0 DEFINITIONS

- 4.1 Benefit-Eligible - Full time and part-time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage. See **Policy on Position Types**.
- 4.2 Hiring Range - The normal hiring range upon initial appointment to Town service; defined on an annual basis as part of the pay administration process.
- 4.3 Salary Range - The job value the Town is willing and able to pay. The salary range is based on the market value of jobs and internal value to the organization. The salary range is the basis for most salary administration calculations.

5.0 ORGANIZATIONAL RULES

- 5.1 Employees hired into benefit-eligible positions are normally paid an initial salary within the established hiring range for the job
- 5.2 A hiring official, with prior approval from the Town Manager or his designee, may hire either above or below the normal hiring range.
 - A. Salary offers above the normal hiring range impact the new employee's salary increase eligibility. See **Policy on Probationary Salary Increases**.
 - B. Salary offers above the normal hiring range may be approved when the applicant's competence and experience are clearly over and above those qualifications required as the minimum for the job and/or when a critical shortage exists.
- 5.3 Salary offers above the salary range of the position must be recommended by the Human Resources Director for approval by the Town Manager.
- 5.4 Occasionally the Town is unable to recruit experienced and qualified applicants for vacant positions. In such cases, candidates who, in the opinion of the hiring official, possess the basic knowledge, skill sets and aptitude but considerably less experience than is called for and normally associated with the job may be offered a salary below the hiring range. Advance approval from Human Resources and the Town Manager is required in these cases.

- 5.5 All employees hired in benefit-eligible positions below the normal salary range are classified as non-exempt employees under the Fair Labor Standards Act, regardless of the exempt/non-exempt status of the position and job into which they are hired.

6.0 PROCEDURES

- 6.1 Hiring officials must acquire advance approval from Human Resources and the Town Manager for any salary offer outside the current year normal salary range.

7.0 APPENDIX, APPENDICES

None