

City of Red Bluff  
Administrative Policies & Procedures – Personnel Manual

<b>Subject:</b>  Placement Other Than “A” Step & Early Step Increases		<b>Number:</b> 22-26
		<b>Effective Date:</b> 10/17/2023
<b>Departments Affected:</b> All		<b>Supersedes (Number/Date):</b>
<b>Authority:</b>  Section 2.82-A. Red Bluff City Code	<b>File References:</b>	
	<b>Approved:</b> Approved by City Council on: 10/17/2023	

**Overview:** Department Heads, after partnering with Human Resources, may place a candidate at a B or C Step if their experience warrants it. Any Step above C Step must be approved by the City Manager to appoint a candidate with superior qualifications. Furthermore, a Department Head may request approval from the City Manager that an employee be moved to the next Step earlier than the Salary Schedule dictates.

**Applicable to:** Candidates with qualifications and experience which exceed the minimum qualifications of a position. Employees who have excelled or accomplished certifications well beyond the expectations of the Department and their classification specification.

**Guidelines:** All City of Red Bluff employees are paid in accordance with ranges prescribed for each classification within the corresponding bargaining unit memorandum of understanding and Salary Schedule. The normal entry step for all new appointments shall be Step A. However, a Department Head, after partnering with Human Resources, may approve to appoint the candidate at a B or C Step, or request a higher Step from the City Manager, for one or more of the following reasons:

- The applicant has experience and/or education which exceeds the minimum qualifications.
- The applicant has specialized skills.
- The applicant’s skill level is relatively equal to an existing employee’s skill level who is currently placed in a higher step than A.
- When such hiring is necessary due to an otherwise unsuccessful recruitment.

Under no circumstances will a candidate be placed at a salary step higher than Step A if:

- They do not meet the minimum requirements of the position as they are described in the classification specification.
- The applicant’s requested salary is the sole justification for Other Than A Step placement.

Only Step A to Step B is a 6-month period. Therefore, starting at any Step higher

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than A will result in a 12-month period until the next Step increase.

**Early Step Increases**

A Department Head may request approval from the City Manager that an employee be moved to the next Step earlier than the Salary Schedule dictates. Reasons for an early Step increase must include:

- Performance beyond the expectations of the Department.
- Leadership beyond their job classification.
- Achieving certifications or education above and beyond job classification requirements.

Under no circumstances shall an early Step increase be granted for:

- Average or just above average performance.
- Fulfilling the job duties as outlined in the classification specification.
- Achieving any required certification or education per the job classification requirements.

When an early Step increase is granted, a new 12-month period will begin until the next Step increase.