



ADMINISTRATIVE ORDER No. 2-2007

TO: Departments Employing Individuals in the Classified Service

FROM: Joseph D. Kiolbasa, City Manager

RE: Lateral Entry

EFFECTIVE: Date of Signature

The respective Department Head may place an applicant above the minimum of the respective pay grade based on experience and time served in other jurisdictions or entities in accordance with the following table.

YEARS OF SERVICE	ANNUAL SALARY
0	\$32,235
1	\$32,864
2	\$33,493
3	\$34,122
4	\$34,751
5	\$35,380
6	\$35,681
7	\$35,982
8	\$36,283
9	\$36,584
10	\$36,885

The respective Department Head shall determine the allowable years of service and the salary listed is the maximum salary that may be offered as the starting salary, subject to other directives or City Manager approval.

The respective Department must clearly articulate the rationale for placement in years of service level to ensure consistency in applying this practice.

The City Manager reserves the right to discontinue this practice without prior notice. As with other practices of this nature, program continuation is subject to budgetary considerations and the ability of the City to fund the program.


City Manager

1/10/07
Date