

May 31, 2018

A meeting of the City of Pelham Personnel Board was held in the conference room of Pelham City Hall on May 30, 2018, and was called to order by Mayor Gary Waters, Interim Human Resource Director, at 5:30 p.m.

Board members, Bobby Hayes, Greg Darnell and Jim Collins were all present.

Mayor Waters opened the meeting by informing all present that this special called meeting was for the purpose of approving a Promulgated Rule to allow the appointing authority the discretion to assign a higher step if certain conditions of education, experience and certifications are met. A draft had been emailed to all Board members for review. After discussion, a motion was made by Greg Darnell to approve as it was presented and was seconded by Jim Collins. There was no opposition.

A motion for adjournment was made by Greg Darnell and seconded by Jim Collins at 5:56 p.m.

PROMULGATED RULE

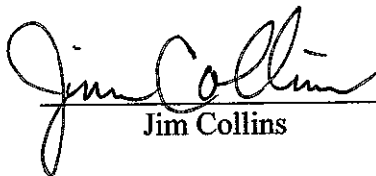
The City of Pelham Personnel Board hereby adopts the following Promulgated Rule in accordance with Rule 1.1.p of the Civil Service Act 2015-419.

Rule 2.8 Administration of the Plan -

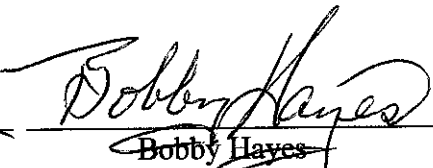
Each employee in the classified service shall be paid at one of the rates set forth in the Plan in which he or she serves, in accordance with the following rules and the special provisions for administering the Plan.

- a. Minimum Rate – new appointments to the classified service shall be made at the beginning rate of the salary range for the classification to which the appointment is made.
 1. With proper documentation and the approval of the appointing authority and the Human Resources Director, the department head has the discretion to approve a starting salary above Step 1 of the appropriate Grade Classification.
 - i. For qualifications above the minimum requirements consideration will include, but is not limited to, special skills, education, experience and certifications in the related field of employment.
 - ii. At the time of the annual performance evaluation of the qualifying employee an assessment of all qualifications above the minimum requirements will be reviewed in order to maintain the appropriate Grade and Step Classification.

This Promulgated Rule is hereby effective on May 31, 2018 as signed by the Personnel Board members.


Jim Collins


Greg Darnell


Bobby Hayes