

12-18-60-6

RESOLUTION NO. 469-18 12-13-18 ADM Establish Starting Salaries Non-Bargrev

Authorizing the adoption of "Establishing Starting Salaries for Non-Bargaining Unit Employees Policy".

BY: Hon. Ryan Foley, Chairman Government Operations

WHEREAS, the County Legislature has adopted numerous policies and procedures for conducting County business and others which are mandated by Federal and State governments; and

WHEREAS, the County wishes to adopt Establishing Starting Salaries for Non-Bargaining Unit Employees Policy; now therefore be it

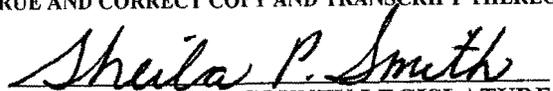
RESOLVED, The Cayuga County Legislature does hereby adopt The Cayuga County Establishing Starting Salaries for Non-Bargaining Unit Employees Policy; and be it further

RESOLVED, that the policy be posted to the County Website, County Portal and distributed by the Clerk of the Legislature to all Department Heads; and it is further

RESOLVED, that this resolution will take effect immediately upon its adoption.

I HEREBY CERTIFY, THAT I HAVE COMPARED THE FOREGOING COPY OF A RESOLUTION DULY PASSED AND ADOPTED BY THE LEGISLATURE OF CAYUGA COUNTY AT A MEETING HELD ON THE 13th DAY OF DECEMBER 2018 WITH THE ORIGINAL RESOLUTION, AND THAT THE SAME IS A TRUE AND CORRECT COPY AND TRANSCRIPT THEREOF, AND THE WHOLE THEREOF.

12-14-18 - 7:35AM

  
CLERK, CAYUGA COUNTY LEGISLATURE

CAYUGA COUNTY POLICY MANUAL

Section: 6

**Policy Title:** Establishing Starting Salaries for Non-bargaining Unit Employees

**Subject:** Hiring Policy for Non-bargaining Employees.

**Effective Date:** 1/01/19; **Resolution No.** 469-18

**Supersedes Policy of:** \_\_\_\_\_; **Resolution No.** \_\_\_\_\_

**Objective:** This policy addresses the process for setting starting salaries when hiring non-bargaining employees. The County recognizes that salary negotiations are an essential element to the recruiting process. The goal of this policy is to balance the Legislature's ability to oversee the County budget with the need for recruiting and retaining qualified candidates to fill the County's employment needs. The intent of this policy is to establish clear guidelines for the County Administrator, Human Resource Administrator, and Department Heads in hiring new non-bargaining employees.

**Policy:** When hiring a non-bargaining employee, the starting salary for the position shall initially be set at the minimum salary indicated in the County's Compensation Plan. However, the Department Head and Director of Human Resources, may, at the time of hire, increase the starting salary up to a maximum of 10% based on an applicant's previous work experience, expertise, relevant educational background, or existing market conditions. In the event circumstances require an increase higher than 10%, the request must be approved by the County Legislature.

**(Note: Policy shall be reviewed by the County Administrator periodically and when revised by the Legislature shall be distributed to all departments.)**