

*City of St. Louis Department of Personnel Administrative  
Regulation NO. 111*

## Starting Salaries for New Employees

Section 5 of the City's Compensation Ordinance establishes the conditions under which the Department of Personnel may authorize a recruitment rate for positions beyond the minimum of the salary range. The purpose of this Administrative Regulation is to establish guidelines to insure that this alternative is employed only in the most appropriate and compelling situations. The guidelines are as follows:

- (1) Prospective employees should never be offered starting salaries above the minimum of the range without prior approval of the Director of Personnel.
- (2) If an applicant is offered the minimum salary and refuses the job citing low salary, then, and only then, may the appointing authority request a special recruitment rate.
- (3) The appointing authority should first consider the possibility that an equally qualified applicant may be willing to accept the minimum salary before making such request.
- (4) Any request for a special recruitment rate must be accompanied, in writing, by:
  - (a) minimum acceptable salary of the applicant
  - (b) justification for salary exception
  - (c) exceptional qualifications beyond other applicants (training or experience)
  - (d) salary history of applicant
  - (e) any other relevant information.

After all of this information is received, the Director of Personnel will review the request and advise the appointing authority of his approval or disapproval as expeditiously as possible.

February 25, 1986