

## ARTICLE 12

### NEW EMPLOYEE - INCREMENTS - TEMPORARY ASSIGNMENT

- A. NEW EMPLOYEE: A new employee is to be started at the minimum rate of the wage range designated for that classification, noting the following exceptions: If a Department Head desires a starting wage in excess of the minimum, but at or below the midpoint of the range, a request, with justification, must be made to and receive unanimous approval from the Finance Director and the Director, Human Resources. If a Department Head desires a starting wage for a new employee in excess of the midpoint of the wage range, a request, with justification, must be made to and receive unanimous approval from the Chairperson of the Board, Chairperson of the Budget Committee, the Finance Director and the Director, Human Resources.
- B. INCREMENTS: After employment commences, an employee will be eligible to receive one (1) normal wage increment after each thirteen (13) biweekly pay periods of continuous employment until the employee reaches the maximum of his/her wage range. Such increments are found in Appendix A of this Collective Bargaining Agreement. All increments are to be approved or disapproved by the respective Department Head. If the increment has been disapproved, the employee and the Director, Human Resources shall be notified in writing by the Department Head of the reason(s) for such disapproval.
- C. TEMPORARY ASSIGNMENT: An employee temporarily assigned to a higher classification for a period in excess of five (5) consecutive working days will receive the minimum rate of the higher classification or one increment added to his/her current salary, whichever is greater, beginning with the first day of assignment. The employee selected to work in the higher classification must meet the minimum qualifications for the classification to receive the higher salary. Qualifications being equal, seniority will receive first consideration. The Employer shall not purposely schedule work in order to avoid paying an employee the higher rate of pay for working in a higher classification.