

New Hire Salary Calculation

Human Resources Policy- #308

Policy:

Davidson County is committed to maintaining a New Hire process and strategy that prohibits discrimination, complies with all applicable federal, state and local employment laws and gives credit for similar or relevant work experience.

A New Hire's salary will be determined based on years of similar and/or relevant work experiences coming in to Davidson County, and where other employees are located within the pay grade in the same or similar positions.

All New Hires will must complete an initial twelve (12) month probationary period.

The County Manager can approve New Hire Salary offers up to the midpoint of a pay grade. Offers exceeding the midpoint must be approved by the County Commissioners.

Scope:

This policy applies to all candidates for employment.

Procedure:

1. Department Director identifies the New Hire Candidate.
2. The Department Director completes the Salary Calculation Sheet and submits it to the Human Resources Director for review and approval.
3. Human Resources Director reviews, approves or rejects and if approved forwards to the County Manager. If rejected, the Human Resources Director will consult with the Department Director and ask them to resubmit the Salary Calculation Sheet.
4. The County Manager reviews and approves or rejects. If rejected, the County Manager will consult with the Human Resources Director. The Human Resources

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Director will then consult with the Department Director and ask them to resubmit the Salary Calculation Sheet.

5. If the Salary requested exceeds the midpoint of the pay grade the Human Resources Director and County Manager will seek approval from the County Commissioners. If rejected, the Human Resources Director will consult with the Department Director and ask them to resubmit the Salary Calculation Sheet.
6. If approved, the Department Director completes the offer letter and makes the employment offer. No employment offer can be made until the salary is approved.
7. Once the employment offer is accepted by the candidate, the Department Director completes a P-1 and submits it to Human Resources.

Document Change Record

Revision	Description
7-1-2022	New Policy