

**POLICY 5**  
**WAGE AND SALARY ADMINISTRATION**

**Rule 5.06 - Starting Rates of Pay/All Plans**

Starting rates of pay will normally be the base rate of the class but may be adjusted by candidates' qualifications, market conditions, or other factors. The head of the University human resources office or a designee may issue regulations recognizing other factors as appropriate.

**Regulations**

5.061 **Starting Rate of Pay Determination**

Normally, the starting rate will be the minimum pay rate applicable to the class, especially in filling a position with a low level skill requirement. A higher starting rate may be used when necessary to attract an adequate number of qualified candidates or to obtain the services of an applicant with exceptional qualifications, such as training, experience, salary history, or other relevant criteria, unless specified otherwise in a negotiated agreement.

5.062 **Responsibility for Starting Pay Determinations**

Each campus human resources office shall develop written criteria and procedures for the determination of starting rates of pay in excess of the minimum rates. Such procedures shall include consideration of the pay history and qualifications of current employees in relation to those of the candidate. The decision to set an initial starting rate in excess of the range minimum must be approved by the head of the campus human resources office or a designee.

When it is necessary to pay starting rates above the minimum rate assigned to a class on a regular basis in order to recruit candidates, the University human resources office shall be informed in order to review the salary assigned to the classification.

5.063 **Training Programs**

The starting rates of pay and any progressive rate increases for learners, trainees, and apprentices will be established as a part of each training program. Rates will relate to the extent of the training required and must be approved by the campus office of human resources.