

<h1>POLICY MANUAL</h1>	Date Adopted: March 28, 2001
Classification: PERSONNEL	Date Last Amended:
Subject: Special Salary/Expense and Annual Leave Augmentation	Approved By:

POLICY PURPOSE

- I. It is the purpose of this policy to obtain highly qualified personnel to fulfill the District’s organizational purposes and objectives as established by the District’s Board of Directors.

- II. When unusual employment market circumstances require the District to recruit outside the Fresno area, or to designate the recruitment as a “critical need position,” the General Manager-Secretary is authorized to offer a prospective employee a one-time salary augmentation not to exceed five percent (5%) of the agreed starting annual salary (with a minimum of \$1,500.00) subject to the following:
 - A. The position must be authorized and included in the District’s Salary and Position Schedule.
 - B. The position must be within a professional or technical classification.
 - C. The applicant must reside outside the Fresno area, or be filling a position designated by the District as a “critical need position.”
 - D. The salary augmentation shall be paid to the applicant at the close of the second full pay period of District employment.

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E. When District staff has employed this Policy, staff shall report it to the Board of Directors.

III. When unusual employment market circumstances require the District to recruit outside the Fresno area, or to designate the recruitment as a “critical need position,” the General Manager-Secretary is authorized to offer a prospective employee an annual leave accrual rate adjustment upward from the entry level leave accrual rate, such upward adjustment not to exceed five (5) days per year. In exercising the leave accrual authority granted under this section, the General Manager shall consider the potential for adverse impacts as to similarly situated employees and may cause such adjustments as he/she determines warranted”.