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ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

SUBJECT

PAY ADMINISTRATION

SUB-TOPIC

CLASSIFIED COMPENSATION PLAN, Continued

PAY FOR AN EMPLOYEE ON TRAINEE STATUS

The beginning salary for an employee with the temporary status of "trainee" will not be more than 10% below the minimum for the class to which he/she is appointed. Unless unusual circumstances dictate, the period of appointment in a "trainee" status will not exceed six (6) months. Consult the Human Resources Office as to what may constitute "unusual circumstances." Actions that may be taken at the end of the training period are noted under "Appointments, Trainee Status," this Section.