SECTION 31.08 ADVANCEMENT WITHIN THE PAY RANGE (including reclassification); **ESTABLISHING SALARY RANGES**

(A) Subject to the disapproval of Council, and commencing with the first pay in January of each year, employees in each classification may be granted a merit increase by advancement to the next immediate pay step within the pay grade of the particular classification of that employee, providing the advancement is approved in writing by the department head and the appointing authority of the department in which he is employed. Any new employee, or one who has terminated and returned to City employment, must have active service from the first scheduled workday in October of the prior year in order to receive such step increases.

(B) Any new employee starting in the employ of the City, or any terminated employee of the City who returns to work for the City of Medina in a classification different from that which was held prior to termination, shall be employed at the minimum rate of the appropriate pay grade. The appointing authority may authorize employment of such employee at a beginning wage in a higher step within the pay grade of the particular classification if employment conditions existing at the particular time and qualifications of the employee require it, subject to the approval of the Mayor and Chairman of the Finance Committee of City Council, and verification of the Finance Director as to the availability of funds. No payment shall be made at the higher rate until the conditions of this section have been met.

(C) With the approval of the appointing authority, any employee who previously terminated without delinquency and is reinstated within one year from termination to the same classification as held previously may be placed in the same step he was in at the time of termination. If the time of reinstatement disallows eligibility for advancement and the appointing authority feels advancement is warranted, he may grant it subject to the approval of the Mayor and the Chairman of the Finance Committee of City Council.

(D) When an employee is promoted or reclassified to a position in a higher class, his salary shall be increased to the minimum rate for the higher class. In the case of overlapping ranges, the promoted or reclassified employee shall be increased to the step immediately above his present salary.

(E) When an employee is reclassified to a position in a lower grade, he shall receive credit for service with the City and be assigned to the pay step that he was assigned to in the higher classification, or in the one previously held.

(F) No advancement in pay steps or increases in wages shall be made during the term of this chapter except as provided herein.

(G) The appointing authority shall determine the starting salary of an employee hired within a pay range, subject to the approval of the Mayor and Chairman of the Finance Committee of City Council, and verification of the Finance Director as to the availability of funds. (Ord. 23-06)