

# CITY OF SAN ANTONIO



<b>Administrative Directive</b>	<b>AD 4.13A Salary Administration</b>
<b>Procedural Guidelines</b>	Guidelines for the City’s salary administration
<b>Department/Division</b>	HR, Classification and Compensation
<b>Revision Date(s)</b>	March 5, 2015; January 25, 2018; May 1, 2019
<b>Last Reviewed</b>	N/A
<b>Owner</b>	HR, Classification and Compensation

## Purpose

The purpose of this administrative directive (AD) is to provide guidance to employees of the City of San Antonio (City) who have decision-making authority over compensation and salary adjustments.

## Policy

The City offers competitive compensation and benefits plans to attract, retain and motivate employees. It is the City’s policy to administer salaries commensurate with the duties and responsibilities of positions within each job title as approved annually by City Council.

## Policy Applies To

<input checked="" type="checkbox"/> External & Internal Applicants	<input checked="" type="checkbox"/> Temporary Employees
<input checked="" type="checkbox"/> Full-Time Employees	<input type="checkbox"/> Volunteers
<input checked="" type="checkbox"/> Part-Time Employees	<input checked="" type="checkbox"/> Grant-Funded Employees
<input checked="" type="checkbox"/> Paid and Unpaid Interns	<input type="checkbox"/> Police and Fire Academy Trainees
<input type="checkbox"/> Uniformed Employees Under Collective Bargaining Agreements	

## Definitions

<b><u>Classified Service</u></b>	All positions employed by the City except those defined as unclassified in the Municipal Civil Service Rules. This also excludes all uniformed employees covered under Collective Bargaining Agreements.
<b><u>Across the Board Increase</u></b>	An adjustment to base salaries as approved by City Council.
<b><u>Date of Rank</u></b>	The date an employee begins working in a particular job title.
<b><u>Demotion</u></b>	Movement into a position that has a lower level salary range maximum.
<b><u>Entry Wage</u></b>	A component of the pay plan that sets a minimum base salary for full-time and part-time employees.
<b><u>Exceptional Hire</u></b>	An individual whose job qualifications warrant a salary above the established starting range, and therefore requires additional approvals as defined herein.
<b><u>Job Description</u></b>	Written description of a job title showing the essential duties, responsibilities, and minimum qualifications required for that job title.
<b><u>Job Title</u></b>	The official job classification established within the City’s pay plan.
<b><u>Lateral Transfer</u></b>	Movement into a position that has the same salary range.
<b><u>New Hire</u></b>	An external candidate hired by the City.
<b><u>Performance Pay</u></b>	A funding amount that may be approved through the City’s budget process that allows eligible Mid-Range, Professional and Managerial employees to receive salary increases based on an evaluation of performance.

<b><u>Promotion</u></b>	Movement into a position that has a higher salary range maximum.
<b><u>Reclassification</u></b>	A change to an employee’s job title based on a review of the duties performed.
<b><u>Regrade</u></b>	The reassignment of an entire job title from one <i>salary/pay range</i> to another.
<b><u>Salary/Pay Range</u></b>	The minimum and maximum salary amounts for a job title as defined within the City’s pay plan. Employees must be paid within the <i>salary/pay range</i> unless otherwise approved by the City Manager.
<b><u>Salary Adjustment Increase (SAI)</u></b>	An increase to an employee’s base salary for retention or for the permanent assignment of additional duties performed.
<b><u>Step Plan</u></b>	A type of pay plan that rewards employees for tenure in a position. Employees with satisfactory performance ratings receive pay increases as they move through each step.
<b><u>Unclassified Service</u></b>	All positions employed by the City and specifically defined as unclassified in the Municipal Civil Service Rules.
<b>Salary Administration</b>	
<p>The City utilizes a pay plan authorized annually by City Council that contains job titles and pay ranges. The annual pay plan will also define any <i>across the board increase</i> and <i>entry wage</i> amounts. The City Manager, or designee, has authority to modify the plan throughout the year.</p> <p>The City’s <i>Pay Plan Categories</i> include:</p> <ul style="list-style-type: none"> <li>• Step Pay Plan</li> <li>• Mid-Range Pay Plan</li> <li>• Professional Pay Plan</li> <li>• Managerial Pay Plan</li> <li>• Executive Pay Plan</li> <li>• Temporary Pay Plan</li> </ul> <p>Salary administration for uniformed Police and Fire department employees is specified in the Collective Bargaining Agreements between the City and the San Antonio Police Officers Association and the Local 624 International Association of Firefighters, respectively.</p> <p>The City’s pay plan can be found on the City’s Human Resources website via <a href="http://www.sanantonio.gov">www.sanantonio.gov</a>.</p>	
<b><u>Step Pay Plan</u></b>	<p>The Step Pay Plan consists of pay grades, each broadly defined in terms of work difficulty, responsibility, and the qualifications required for performance. A salary range of incremental steps is provided for each grade. In addition, employees must achieve a minimum of six months of creditable service during the evaluation rating period. All step advancements are contingent upon funding authorization through the City’s annual operating budget.</p> <p>Effective October 1, 2018 (FY 2019), step movement eligibility will be for performance ratings of “Achieves Expectations” and above.</p> <p>Employees at range maximum only receive wage increases if the salary range increases. The Step Pay Plan structure is reviewed each year as part of the budgeting process. It can be found as an attachment to the final ordinance.</p>

**Step Pay  
Plan, cont.**

**Step Alignment:**

For all *new hires*, *promotions*, part-time to full-time *lateral transfers* and *demotions*, an employee's salary must:

1. Align to an exact step
2. Adhere to the percent adjustment limits described in the relevant transaction (*new hire*, *promotion*, part-time to full-time *lateral transfer* or *demotion* described below)
3. Remain within the salary range of the job title

Any exceptions to the Step Pay Plan approvals described below shall require approval from the appropriate Assistant or Deputy City Manager.

**New Hires:**

Newly hired employees begin at the minimum of the salary range of his/her job title.

**Exceptional Hire (Pay ranges with fewer than seven (7) steps):**

If merited, a department may request a salary exception that would begin a candidate's pay above step 0. The department must submit the request to the Human Resources department for review. Human Resources will forward their review and recommendation to the appropriate Assistant or Deputy City Manager and the Chief Financial Officer for final approval. All *exceptional hire* requests must comply with the **step alignment** items listed above.

**Exceptional Hire (Steps 1 to 3):**

If merited, a department may request a salary exception that would begin a candidate's pay between steps 1 and 3. The department must submit the request to the Human Resources department for approval. All *exceptional hire* requests must comply with the **step alignment** items listed above.

**Exceptional Hire (steps 4 to 7):**

If the requested salary exception is above step 3, Human Resources will forward their review and recommendation to the appropriate Assistant or Deputy City Manager and Chief Financial Officer for final approval. All *exceptional hire* requests must comply with the **step alignment** items listed above.

**Promotions:**

Employees on the Step Pay Plan who are promoted into a new job title receive a new *date of rank*. All *promotions* must comply with the **step alignment** items listed above.

**Standard Promotions (5% to 10% or Minimum of Salary Range):**

Department Directors may approve a 5% to 10% increase in an employee's salary or, if greater, the minimum of the promoted position's salary range. Directors must develop compensation decisions ensuring consideration of appropriate factors such as internal equity, level of experience, relevant education, professional certifications, etc. The department's Human Resources Representative is available for consultation as needed.

**Exceptional Hire (greater than 10% to 15% increase):**

If merited, the department may request a *promotion* increase of more than 10% and up to 15% of the employee's salary. The request must be submitted to the Human Resources department for approval.

**Exceptional Hire (greater than 15% increase):**

If the requested salary increase is greater than 15%, Human Resources will forward their review and recommendation to the appropriate Assistant or Deputy City Manager and Chief Financial Officer for final approval.

<p><b><u>Step Pay Plan, cont.</u></b></p>	<p><b><u>Lateral Transfers:</u></b>  An employee who voluntarily or involuntarily transfers to a position within the same salary range as his/her existing job title is not eligible for a salary increase as a result of the transfer, with the exception of an employee moving from part-time to full-time, in which case step alignment procedures will be followed. Employees transferred into a different job title receive a new <i>date of rank</i>, while employees transferring positions within the same job title maintain their <i>date of rank</i>.</p> <p><b><u>Demotions:</u></b>  An employee who voluntarily or involuntarily receives a <i>demotion</i> will receive a new <i>date of rank</i>, and should anticipate a salary reduction of at least 5%. If an employee is demoted into a different department, the department Director that is receiving the employee has the authority to determine the salary reduction within the <b><u>step alignment</u></b> parameters established above. Factors to be considered when determining the level of reduction include, but are not limited to, changes in scope of responsibilities, salary prior to the <i>demotion</i>, and salaries of similar employees. Under no circumstances will the employee be paid above the maximum of the new job title's range. Directors must develop compensation decisions ensuring consideration of appropriate factors such as internal equity, level of experience, relevant education, professional certifications, etc. The department's Human Resources Representative is available for consultation as needed.</p>
<p><b><u>Mid-Range and Professional Pay Plans</u></b></p>	<p>Employees whose job titles appear in the Mid-Range or Professional Pay Plan categories receive salary increases based on individual performance assessments. Any exceptions to the Mid-Range and Professional Pay Plan approvals described below shall require approval from the appropriate Assistant or Deputy City Manager.</p> <p><b><u>New Hires:</u></b>  <u>Standard Hire (up to 25% of the salary range width):</u>  Department Directors may approve salaries between the minimum of the job title's salary range up to an amount not exceeding 25% of the salary range width. Directors must develop compensation decisions ensuring consideration of appropriate factors such as internal equity, level of experience, relevant education, professional certifications, etc. The department's Human Resources Representative is available for consultation as needed.</p> <p><u>Exceptional Hire (above 25% to 50% of the salary range width):</u>  If merited, the department may request an employee enter the salary range width above 25% and up to 50%. The request must be submitted to the Human Resources department for approval.</p> <p><u>Exceptional Hire (above 50% of the salary range width):</u>  If the department requests an employee to enter the salary range width above 50%, Human Resources will forward their review and recommendation to the appropriate Assistant or Deputy City Manager and Chief Financial Officer for final approval.</p> <p><b><u>Promotions:</u></b>  Employees who are promoted into a new job title will receive a new <i>date of rank</i>.</p> <p><u>Standard Promotion (5% up to 10% increase):</u>  Department Directors may approve a 5% to 10% increase in an employee's salary or, if greater, the minimum of the promoted position's salary range. Directors must develop compensation decisions ensuring consideration of appropriate factors such as internal equity, level of experience, relevant education, professional certifications, etc. The department's Human Resources Representative is available for consultation as needed.</p> <p><u>Exceptional Hire (greater than 10% to 15% increase or up to 50% of range width):</u>  If merited, the department may request a <i>promotion</i> increase of more than 10% up to 15% or up to 50% of the range width, whichever is greater. The request must be submitted to the Human Resources department for approval.</p>

<p><b><u>Mid-Range and Professional Pay Plans, cont.</u></b></p>	<p><b><u>Exceptional Hire (greater than 15% increase and also above 50% of range width):</u></b>  If the requested salary increase is greater than 15% and is also above 50% of the range width, Human Resources will forward their review and recommendation to the appropriate Assistant or Deputy City Manager and Chief Financial Officer for final approval.</p> <p><b><u>Lateral Transfers:</u></b>  An employee who voluntarily or involuntarily transfers to a position within the same salary range as their existing job title is not eligible for a salary increase as a result of the transfer. Employees transferred into a different job title receive a new <i>date of rank</i>, while employees transferring positions within the same job title maintain their <i>date of rank</i>.</p> <p><b><u>Demotions:</u></b>  An employee who voluntarily or involuntarily receives a <i>demotion</i> will receive a new <i>date of rank</i>, and should anticipate a salary reduction of at least 5%. If an employee is demoted into a different department, the department Director that is receiving the employee has the authority to determine the salary reduction within the parameters established above. Factors to be considered when determining the level of reduction include, but are not limited to, changes in scope of responsibilities, salary prior to the <i>demotion</i>, and salaries of similar employees. Under no circumstances will the employee be paid above the maximum of the new job title's range. Directors must develop compensation decisions ensuring consideration of appropriate factors such as internal equity, level of experience, relevant education, professional certifications, etc. The department's Human Resources Representative is available for consultation as needed.</p>
<p><b><u>Managerial Pay Plan</u></b></p>	<p>Employees whose job titles appear in the Managerial Pay Plan categories receive salary increases based on individual performance assessments. Any exceptions to the Managerial Pay Plan approvals described below shall require approval from the City Manager.</p> <p><b><u>New Hires:</u></b>  <b><u>Standard Hire (up to 25% of the salary range width):</u></b>  Department Directors may approve salaries between the minimum of the job title's salary range up to an amount not exceeding 25% of the salary range. Directors must develop compensation decisions ensuring consideration of appropriate factors such as internal equity, level of experience, relevant education, professional certifications, etc. The department's Human Resources Representative is available for consultation as needed.</p> <p><b><u>Exceptional Hire (above 25% to 50% of the salary range width):</u></b>  If merited, the department may request an employee enter the salary range width above 25% and up to 50%. The request must be submitted to Human Resources for approval.</p> <p><b><u>Exceptional Hire (above 50% of the salary range width):</u></b>  If the department requests an employee to enter the salary range width above 50%, Human Resources will forward their review and recommendation to the City Manager for final approval.</p> <p><b><u>Promotions:</u></b>  Employees who are promoted into a new job title will receive a new <i>date of rank</i>.</p> <p><b><u>Standard Promotion (5% up to 10% increase):</u></b>  Department Directors may approve a 5% to 10% increase in an employee's salary or, if greater, the minimum of the promoted position's salary range. Directors must develop compensation decisions ensuring consideration of appropriate factors such as internal equity, level of experience, relevant education, professional certifications, etc. The department's Human Resources Representative is available for consultation as needed.</p> <p><b><u>Exceptional Hire (greater than 10% increase and up to 25% of range width):</u></b>  If merited, the department may request a <i>promotion</i> increase of more than 10% and up to 25% of the range width. The request must be submitted to the Human Resources department for approval.</p>

<p><b><u>Managerial Pay Plan, cont.</u></b></p>	<p><u>Exceptional Hire (greater than 10% increase and between 26% - 50% of range width):</u> If merited, the department may request a <b><i>promotion</i></b> increase of more than 10% and between 26% - 50% of the range width. Human Resources will forward their review and recommendation to the appropriate Assistant or Deputy City Manager and Chief Financial Officer for final approval.</p> <p><u>Exceptional Hire (greater than 10% increase and above 50% of range width):</u> If merited, the department may request a <b><i>promotion</i></b> increase of more than 10% which is also above 50% of the range width. Human Resources will forward their review and recommendation to the City Manager for final approval.</p> <p><b><u>Lateral Transfers:</u></b> An employee who voluntarily or involuntarily transfers to a position within the same salary range as their existing job title is not eligible for a salary increase as a result of the transfer. Employees transferred into a different job title receive a new <b><i>date of rank</i></b>, while employees transferring positions within the same job title maintain their <b><i>date of rank</i></b>.</p> <p><b><u>Demotions:</u></b> An employee who voluntarily or involuntarily receives a <b><i>demotion</i></b> will receive a new <b><i>date of rank</i></b>, and should anticipate a salary reduction of at least 5%. If an employee is demoted into a different department, the department Director that is receiving the employee has the authority to determine the salary reduction within the parameters established above. Factors to be considered when determining the level of reduction include, but are not limited to, changes in scope of responsibilities, salary prior to the <b><i>demotion</i></b>, and salaries of similar employees. Under no circumstances will the employee be paid above the maximum of the new job title’s range. Directors must develop compensation decisions ensuring consideration of appropriate factors such as internal equity, level of experience, relevant education, professional certifications, etc. The department’s Human Resources Representative is available for consultation as needed.</p>
<p><b><u>Executive</u></b></p>	<p>All interim and permanent executive appointments, including salary, are reviewed by Human Resources and submitted for approval to the City Manager.</p>
<p><b><u>Temporary Employees</u></b></p>	<p>Temporary employees are subject to specific salary ranges as defined in the “temporary” category of the City’s pay plan. Like permanent employees, temporary employees are hired at the minimum of the salary range. Any <b><i>exceptional hire</i></b> request shall follow the same process established for that job title. Temporary employees are not subject to step pay increases, the <b><i>entry wage</i></b> amount, or <b><i>performance pay</i></b>. Departments hiring from staffing agencies should make every effort to ensure salaries are consistent with salaries in the temporary category of the pay plan.</p>
<p><b><u>Part-time Employees</u></b></p>	<p>Part-time employees begin work at the minimum of the salary range of the job title they are holding. Any <b><i>exceptional hire</i></b> request shall follow the same process established for that job title. Part-time employees are not subject to step pay increases or <b><i>performance pay</i></b>.</p>
<p><b><u>Salary Adjustment Increase</u></b></p>	<p><b><i>Salary adjustment increases (SAIs)</i></b> may be awarded under special circumstances, including significant additional duties, and retention concerns for critical/hard to fill positions. Strong performance within the scope of the employee’s existing job title should be recognized through the performance evaluation process and rewarded through <b><i>performance pay</i></b>. <b><i>SAIs</i></b> are not awarded for individual performance.</p> <p><b><u>Approvals:</u></b></p> <ol style="list-style-type: none"> <li>1. Requests are reviewed on a case-by-case basis and must be provided to the Human Resources department, detailing justification for the recommended increase.</li> <li>2. <b><u>Step Plan, Mid-Range and Professional Employees:</u></b> Departments may submit <b><i>SAI</i></b> requests of up to 10% to Human Resources for approval. For requests above 10%, Human Resources will forward their review and recommendation to the appropriate Assistant or Deputy City Manager and Chief Financial Officer for final approval. <b><u>Managerial Employees:</u></b> For <b><i>SAI</i></b> requests up to 10%, Human Resources will forward the request and their recommendation to the appropriate Assistant or Deputy City Manager and Chief Financial Officer for approval. All other requests will be forwarded to the City Manager for approval.</li> </ol>

<p><b><u>Special Assignment Pay</u></b></p>	<p>Special assignment pay may be provided to employees for working in a role beyond the scope of the employee’s regular duties, such as additional duties performed during emergency relief efforts, position vacancies, and other unexpected situations.</p> <p><u>Eligibility Requirements:</u></p> <ol style="list-style-type: none"> <li>1. If associated with a vacancy, the employee must meet the minimum qualifications and requirements of the vacant position.</li> <li>2. Employees will be compensated at the special assignment rate for each bi-weekly pay period worked performing the special assignment duties.</li> <li>3. The special assignment rate is effective upon approval and cannot be applied retroactively.</li> <li>4. Assignments are for 6 months or less, unless otherwise approved as defined below.</li> <li>5. Human Resources will periodically review special assignment pay transactions.</li> </ol> <p><u>Approvals:</u></p> <ol style="list-style-type: none"> <li>1. Requests are reviewed on a case-by-case basis and must be provided to the Human Resources department, detailing justification for the recommended increase.</li> <li>2. <u>Step Plan, Mid-Range and Professional Employees:</u> Increases up to 5% may be approved by the department Director. Directors must develop compensation decisions ensuring consideration of appropriate factors such as internal equity, level of experience, relevant education, professional certifications, etc. The department’s Human Resources Representative is available for consultation as needed. Human Resources’ approval is required for requests above 5% and up to 10%. For all other requests, Human Resources will forward their review and recommendation to the appropriate Assistant or Deputy City Manager and Chief Financial Officer for approval.</li> <li>3. <u>Managerial Employees:</u> Increases up to 5% may be approved by the department Director. Directors must develop compensation decisions ensuring consideration of appropriate factors such as internal equity, level of experience, relevant education, professional certifications, etc. The department’s Human Resources Representative is available for consultation as needed. For requests above 5% and up to 10%, Human Resources will forward their review and recommendation to the appropriate Assistant or Deputy City Manager and Chief Financial Officer for final approval. All other requests will be forwarded to the City Manager for approval.</li> </ol>
<p><b><u>Certification Pay</u></b></p>	<p>Approved Certification Pay Programs provide full-time employees compensation for attaining certifications that are not required in the employee’s <i>job description</i>, are directly job-related, and result in increased benefit to the organization. Requests for establishment of or modifications to existing certification pay programs are subject to approval by the City Manager, in coordination with Human Resources. Approved programs are specific to the originating Department, and are managed in accordance with the individual program administration guide established upon approval.</p> <p>Human Resources will review and maintain a list of approved certifications and eligible job titles. Certifications required in the City’s job specifications are not eligible for certification pay.</p>
<p><b><u>Retroactive Payment of Allowances</u></b></p>	<p>All employees are responsible for monitoring their pay and reporting payment discrepancies as per the provisions of AD 8.6, Correction of Payments (Overpayment/Underpayment). Additionally, retroactive payment for stipends (parking/transportation allowance, special assignment, certification pay, etc.) will not be considered for any amounts beyond six months.</p>
<p><b><u>Substitution Ratio</u></b></p>	<p>All applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience in order to meet the minimum requirements of the job. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.</p>
<p><b>Classification Actions</b></p>	
<p><b><u>Position Creation</u></b></p>	<p>Creation of new positions results in an increase to the total authorized position count of the affected organization. Any action resulting in a net increase to the authorized position count must be approved by City Council.</p>

<b><u>Reclassification</u></b>	<p><b>Reclassification</b> is a realignment of an individual’s job title to a more appropriate job title that properly reflects the functions of the position. In order to be considered for a <b>reclassification</b>, the department must submit a request to the Human Resources department. As part of their review, Human Resources may perform employee interviews and/or industry analyses. Reclassified employees will receive a new <b>date of rank</b>.</p> <p><u>Approvals:</u></p> <ol style="list-style-type: none"> <li>1. Human Resources reviews and approves all requests for changes in job titles to an equal or lesser pay range that do not result in an increase in salary.</li> <li>2. <u>Step Plan, Mid-Range and Professional Employees:</u> For <b>reclassification</b> requests that result in an increase in salary (note: Step Plan employees will be placed on an exact step in the pay range of a new job title), Human Resources will forward the request and their recommendation to the appropriate Assistant/Deputy City Manager and Chief Financial Officer for approval.</li> </ol> <p><u>Managerial Employees:</u> For <b>reclassification</b> requests that result in an increase in salary, Human Resources will forward the request and their recommendation to the City Manager for approval.</p> <p>In no case will the employee receive less than the minimum or over the maximum of the pay range.</p>
<b><u>Regrade</u></b>	<p>A <b>regrade</b> is the reassignment of an entire job title from one <b>salary/pay range</b> to another. <b>Regrades</b> follow the same procedures defined for <b>reclassifications</b>. Departments must submit these requests to the Human Resources department.</p>
<b><u>Creation of a New Classification</u></b>	<p>Creation of a new job title results in an addition to the City’s classification plan and the assignment of a pay grade to that job title. Departments must submit these requests to the Human Resources department.</p>
<b>Roles &amp; Responsibilities</b>	
<b><u>Departments</u></b>	<p>Department Directors will ensure salaries are established in accordance with the approved pay plan, applicable departmental policies, and the provisions within this AD, and shall do the following:</p> <ol style="list-style-type: none"> <li>1. Ensure department’s compensation decisions (both within the department’s discretion as well as requests requiring additional approval) are legally defensible and developed in accordance with applicable federal and state laws.</li> <li>2. Ensure all supervisors and managers comply with these guidelines.</li> <li>3. Ensure funding is available for the salary actions requested.</li> <li>4. Ensure employees work within the scope of their assigned job titles.</li> <li>5. Assist Human Resources in preparing and maintaining <b>job descriptions</b> of every job title in the classified and <b>unclassified service</b>.</li> </ol>
<b><u>Human Resources</u></b>	<p>Human Resources is responsible for the maintenance and administration of the job titles and pay plans, and shall do the following:</p> <ol style="list-style-type: none"> <li>1. Ensure citywide compensation decisions are legally defensible and are developed in accordance with applicable federal and state laws.</li> <li>2. Prepare and maintain <b>job descriptions</b> of every job title in the classified and <b>unclassified service</b>. These <b>job descriptions</b> will be maintained electronically by Human Resources to ensure availability to employees.</li> <li>3. Human Resources will make salary administration recommendations to the City’s Executive Leadership Team and City Manager as outlined in this AD.</li> <li>4. Evaluate and assign each position to its proper job title in accordance with the approved pay plan and applicable policies as established by Human Resources and approved by the City Manager.</li> <li>5. On an ongoing basis, conduct job title and pay plan review studies and submit changes to the City Manager. Job title and pay plan reviews shall be conducted periodically and include wage and salary surveys.</li> </ol>

This directive supersedes all previous correspondence on this subject. Information and/or clarification may be obtained by contacting Human Resources. This AD rescinds AD 4.28, Higher Classification Pay.



**CITY OF SAN ANTONIO**

**EMPLOYEE ACKNOWLEDGMENT FORM  
FOR**

**ADMINISTRATIVE DIRECTIVE 4.13A  
Salary Administration**

**Employee:**

I acknowledge that on \_\_\_\_\_, 20\_\_\_\_, I received a copy of Administrative Directive 4.13A, Salary Administration, and was given the opportunity to ask questions or contact my Human Resources Representative.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee SAP ID Number

Attachment A  
Personnel File (original)