

Webb County Personnel Policy and Procedures

Section 7.01

- ❖ Entry Step and Discretionary Steps after Probationary Period: All new hires shall be placed **on Step A at the entry level of their specific Grade in accordance to the position.** Department Heads and Elected Officials **will** have the discretion to place the new employee at a high step within the limits of **Figure 1** and **Figure 2** after the six-month probationary period:

Figure 1

Grade	Steps	
5-15	Discretion to Hire up to 5 Steps into the Grade	A,B,C,D,E
16-20	Discretion to Hire up to 8 Steps into the Grade	A,B,C,D,E,F,G,H
21-28	Discretion to Hire up to 10 Steps into the Grade	A,B,C,D,E,F,G,H,I,J

- ❖ For Attorneys Only (Public Defender, County Attorney, District Attorney **and Civil/ Legal**), the Department Head and Elected Official **will** have the discretion to **hire or promote after the Probationary Period** above the minimum entry rate as follows:

Figure 2

Grade	Experience	Steps
22	0-2 years	K-M
	3-4 years	N-P
	5 years or more	Q-S
23	0-2 years	N-P
	3-4 years	Q-S
	5 years or more	T-V
24-26		N-W
27-28		K-M

Note: Experience should be in the field of law.