



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 4/9/2026

File ID: 2026-398

Department: Human Resources

Subject:

Type of Action: Introduction

Introduction of an Ordinance to amend Section 8.2 (Appointment Rate) of Ordinance 04-315, Personnel Policies and Procedures Manual.

Ordinance No.

Finance Information:

Account Number: n/a

City Cost Amount: n/a

Total Cost: n/a

Special Circumstances:

Grant Funded: n/a

Grant Title - CFDA or granting Agency: n/a

Resolution #: n/a

Location: (list below)

Address:

District: District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

Additional Comments:

ORDINANCE NO. 26-_____

BE IT ORDAINED by the City Council of the City of Huntsville, Alabama, that Section 8.2 of Ordinance No. 04-315 (Personnel Policies and Procedures Manual), as adopted and approved on December 16, 2004, as amended, is hereby further amended as follows:

**8.2 APPOINTMENT RATE (ORD. 06-593) (ORD. 08-776) (ORD. 15-530)
(ORD. 21-1180) (ORD. 22-934) (ORD. 23-521)**

(A) Initial Appointment Rate

Upon initial appointment to a regular, full-time or regular, part-time position, the entrance rate of new hires shall normally be the established minimum rate of the salary grade for the position classification involved.

However, the Mayor or his/her designee may authorize an initial entrance rate above the established minimum rate in the following instances:

- (1) When an applicant for a position may have qualifications distinctly above and beyond the minimum qualifications required for the position classification; or
- (2) When recruiting efforts have failed to fill a regular, full-time or regular, part-time position at the minimum rate. In cases of inability to recruit new hires at the established minimum rate, any current employees in positions of the same class and grade, within the same department, and with the same or substantially similar qualifications and experience as the new hire, whose rates are below the rate established as the entrance rate for the new hire shall have their rates adjusted to the rate at which the position is finally filled.

The Director of Human Resources shall be designated the authority to make necessary adjustments for similarly situated employees to ensure equity in compensation, if necessary.

(B) Police Officer Appointment Rate

- (1) Applicants Without Experience or With Less Than Two (2) Years of Continuous Full-Time APOSTC-Certified Experience

Individuals hired for the position classification of Police Officer, who have no experience, or who have less than two (2) years of continuous full time Alabama Peace Officers' Standards and Training Commission (APOSTC) certified law enforcement experience, shall be hired at the established minimum rate.

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Upon successful completion of all APOSTC requirements and the Field Training Officer (FTO) program, as approved by the Police Chief or his/her designee(s), the employee shall be eligible for a four (4) step progression above the established minimum rate.

(2) Applicants With Prior APOSTC Certified or Verified Out-Of-State Certified Experience

Individuals, with the following APOSTC certified law enforcement experience or other state certified law enforcement experience (as verified), shall be hired above the established minimum rate according to the following schedule:

- (a) Two (2) years of experience: Five (5) steps above the established minimum rate.
- (b) Three (3) years of experience: Six (6) steps above the established minimum rate.
- (c) Four (4) years of experience: Seven (7) steps above the established minimum rate.
- (d) Five (5) years of experience: Eight (8) steps above the established minimum rate.
- (e) Six (6) years of experience: Nine (9) steps above the established minimum rate.
- (f) Seven (7) years of experience: Ten (10) steps above the established minimum rate.
- (g) Eight (8) or more years of experience: Eleven (11) steps above the established minimum rate.

(3) Non-APOSTC Certified Lateral Police Applicants With Other State, Federal or U.S. Military Police Certification

Those individuals who are certified Police Officers in another state, whose certification is verified, shall be eligible for hire at the approved step, above the established minimum rate, as previously referenced, provided they also meet the following conditions:

(a) Currently Employed Police Officers

Individuals, currently employed as Police Officers, with continuous, sworn full time civilian law enforcement

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experience, and no break in service at time of hire, must possess a current and valid Peace Officers Standards and Training certification from the state the applicant received training and that certification must be in good standing; or,

(b) Previously Employed Police Officers

Individuals, previously employed Police Officers, who were continuously employed as a sworn full time civilian law enforcement officer for at least two (2) years, must not have a break in service of more than two (2) years at the time of hire, and must have left employment with their law enforcement certification in good standing with the certifying agency at the time of separation.

(c) All non APOSTC certified lateral applicants must further comply with APOSTC rule 650-X-4-.06.

(C) Firefighter Appointment Rate

(1). Applicants Without Experience or With Less Than Two (2) Years of Paid Professional Firefighter Experience

Individuals hired for the position classification of Firefighter, who have no experience, or who have fewer than two (2) years of paid professional Firefighter experience and who are currently certified or certifiable as a professional Firefighter, Level One, by the Alabama State Personnel and Standards Commission shall be hired at the established minimum rate.

Upon successful completion of becoming certified as a professional Firefighter, Level One, as approved by the Alabama Fire College and/or Fire & Rescue Chief or his/her designee(s), and upon meeting all Huntsville Fire & Rescue requirements, shall be eligible for a four (4) step progression above the established minimum rate.

(2) Applicants With Certified or Verified Paid Professional Firefighter Experience

Individuals, with the following years of paid Professional Firefighter experience, who are certified or certifiable as a professional Firefighter, Level One, by the Alabama State Personnel and Standards Commission (as verified), shall be hired above the established minimum rate according to the following schedule:

- (a) Two (2) years of experience: Five (5) steps above the established minimum rate.

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- (b) Three (3) years of experience: Six (6) steps above the established minimum rate.
- (c) Four (4) years of experience: Seven (7) steps above the established minimum rate.
- (d) Five (5) years of experience: Eight (8) steps above the established minimum rate.
- (e) Six (6) years of experience: Nine (9) steps above the established minimum rate.
- (f) Seven (7) years of experience: Ten (10) steps above the established minimum rate.
- (g) Eight (8) or more years of experience: Eleven (11) steps above the established minimum rate.

(3) Fire & Rescue Suppression Personnel Additional
Certification Requirements

Fire & Rescue suppression personnel must additionally meet Firefighter certification requirements established by the Alabama Fire College and Emergency Medical Technician (EMT) requirements, as established and approved by the Fire & Rescue Chief or his/her designee.