

C. The Personnel Officer shall keep a personnel folder on every employee in the classified service, showing at least the employee's name, current address, home telephone, education, employment record and service record in the classified service.

D. All personnel files shall be open to inspection and review by the Personnel Board.

E. Any employee may inspect his own personnel folder after suitable arrangements with the Personnel Officer.

F. All personnel records shall be treated as confidential information.

1.115—Veteran's Preference

A. Applicants for County employment shall be allowed veterans' preference in appointments to the classified service as follows:

1. Any disabled veteran having received an honorable discharge from the military service shall be given a credit of ten points in all examinations for appointments.

2. Non-disabled veterans having received an honorable discharge from the military service shall be given a credit of five points in all examinations for appointments.

B. County classified service employees who leave the County service for entry into the Armed Forces of the United States, shall, upon honorable separation, be reinstated in such a position as nearly as possible involving like duties, classification and pay; provided that application for such re-employment is made within ninety days of the date of honorable separation; and further provided that the employee is still qualified to perform the duties of such position.

1.116—Pay Plan

A. Pay rates

1. Pay rates are established commensurate to the duties and responsibilities of the various type of positions. Consideration is given to the prevailing rates paid for comparable services in public and private employment. It shall include a minimum rate, a maximum rate, and such intermediate rates as are deemed necessary for each class.

B. Starting Rate of Pay.

1. The minimum rate of pay for a class shall normally be offered for recruitment purposes, and shall normally be paid upon appointment to the class.

2. Original appointment above the minimum rate may be made upon the following condition:

a. An employee may be hired at the first or second increment of the grade if recommended and justified in writing by the appointing authority and approved in writing by the Personnel Officer.

b. An employee may be hired at the third, fourth or maximum increment of the grade if recommended and justified in writing by the appointing authority and approved in writing by the Personnel Officer and the County Executive.