

POLICY 5
WAGE AND SALARY ADMINISTRATION

Rule 5.05 - Pay Retention/All Pay Plans

A status employee who is moved to a position of lower salary level for reasons not relating to his or her performance or conduct may benefit from pay retention. The head of the campus human resources office is responsible for determining when pay retention may apply.

A. Retention of Pay Rate Within Lower Salary Range

The employee's current rate of pay will be retained unless it exceeds the maximum of the lower salary level, in which case the rate of pay will be reduced to the maximum, providing that the following conditions are met:

- (a) The employee is not moving to a position of lower salary level at his or her own request or being terminated from a temporary upgrading assignment.
- (b) The employee has completed a probationary period in his or her present class.
- (c) The employee's performance has been satisfactory or better during the preceding year.

B. Retention of Pay Rate Above Salary Range - Long Service with the University

In unusual circumstances in which the employee involved has had long service with the University and has performed consistently in a superior manner, the Chancellor or a designee may authorize the retention of the employee's current rate of pay for a fixed period of time not to exceed two (2) years, even though the rate exceeds the maximum of the lower salary level.

End of Retention Period

The retention period will end at the earliest opportunity when:

- 1. The top of the salary range for the employee's lower level position rises to his or her retained rate; or
- 2. The employee advances to another position with a new rate of pay which is the same or higher than his or her retained rate; or
- 3. The retention period ends, at which time the employee's pay will be reduced to the top of the range for the position he or she occupies.