

POLICY 5
WAGE AND SALARY ADMINISTRATION

Rule 5.08 - Compensation Actions/All Pay Plans

The head of the University human resources office shall issue and modify regulations pertaining to the administration of personnel actions as necessary to maintain equitable salary administration practices.

Regulations

The regulations below apply to personnel actions under all pay plans unless a collective bargaining agreement specifies otherwise. When a personnel action involves a move to a different pay plan, the conditions of the pay plan to which the employee is moving will prevail.

5.081 Career Path Change

When the move of an employee to a new class is determined by the campus human resources office to be a career path change, the employee's new salary will be determined as follows:

Move to Lower Level Class: Starting salary guidelines apply (see Rule 5.06).

Move to Higher Level Class: Promotional guidelines apply (see Regulation 5.085).

Move to a Class at the same Salary Level/Grade: Reassignment guidelines apply (see Regulation 5.086).

5.082 Demotion

Demotions are initiated by the University in compliance with Section 250.110(f) of the State Universities Civil Service System Statute and Rules. Upon demotion, an employee's base salary will be reduced by a minimum of 4 percent. In some cases, a reduction of 4 percent is inappropriate due to the nature of the demotion, and greater reduction may be warranted. In no case will any employee's base salary be permitted to exceed the maximum of the salary range for the new class. If the class to which the employee is demoted is in the same promotional line, the amount that represents a promotion may be subtracted before determining the appropriate rate for the lower class.

5.083 Dismissal During Probationary Period Following Promotion

The salary of an employee dismissed during a probationary period following promotion will change to the rate for the lower class which represents the salary that would have been attained had the employee not been promoted, including any general, periodic, or longevity increases for which the employee would have been eligible.

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Regulations (Continued)

5.084 Effective Dates of Personnel Actions

Personnel actions normally will be effective the first day of the pay period following the date of approval, unless specified otherwise in Policy and Rules or in a negotiated agreement. When the effective date of a pay increase and the effective date of another personnel transaction occur in the same pay period, the actions will be processed in the order that gives the employee the greater benefit. Effective dates for promotional reclassifications or reallocations, as discussed in Rule 3.04, normally will be the beginning of the pay period during which the initial campus review or audit is conducted, providing the incumbent has passed the required Civil Service examination. If the incumbent has not passed the examination, the effective date shall be the beginning of the pay period immediately following the date the incumbent passes the examination.

5.085 Promotion

A promotion always results in a pay increase. An employee must be paid at least the minimum rate of pay for the new class, but cannot be paid more than the maximum rate for the new class. Outside of these restraints, a promotional increase shall normally be at least 4 percent but generally shall not exceed 10 percent. Requests for promotional increases above 10 percent to reflect such factors as superior qualifications for the new position or other conditions associated with assignment to the higher classification require prior approval of the Chancellor or his or her designee. A move by an employee that involves classes under different pay plans but is termed a promotion shall receive an increase of at least 4 percent unless such an increase would exceed the rate maximum or be contrary to a negotiated agreement.

5.086 Reassignment

Upon lateral movement within the same place of employment from one position to another in the same class or to a different class assigned to a comparable salary level, an employee's base salary normally will not change. However, if the employee moves to a position in a different class, and possesses unique qualifications for the new classification, the employee's new salary may be determined in accordance with starting salary guidelines (Rule 5.06).

5.087 Return from Leaves that Require Maintaining Salary Equity

An employee returning from military leave, or other leave wherein the University must by law maintain salary equity, will be placed at a rate which reflects the salary increases to which the employee would have been entitled during the period of leave.

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5.088 Separation and Subsequent Reappointment

Upon separation from employment in good standing, as determined by each campus human resources office, and subsequent reappointment without a substantial break in service (less than six (6) months), the employee's returning salary will be determined as follows:

- A. Return to a position in the same class or in a class at the same salary level
The employee shall be placed at the same salary as before the separation plus any general increase that would have been granted during the period of separation.
- B. Return to a position in another class of a higher level
The employee shall receive any resulting salary increase that would have been granted in accordance with conditions and requirements applicable to promotions (see Regulation 5.085).
- C. Return to a position in another class at a lower level
Starting salary guidelines shall apply (see Rule 5.06).

5.089 Temporary Downgrading

When an employee is assigned to a lower level position on a temporary basis in accordance with Civil Service Rule 250.100(b), the employee's salary in his or her permanent position will be maintained.

5.0810 Temporary Upgrading

An employee who is assigned on a temporary basis to a position of higher rate or range, in accordance with Civil Service Rule 250.100(b) shall receive a temporary increase in pay during the assignment similar to that provided by the promotion regulation (see Regulation 5.085).

5.0811 Transfer to a Different Place of Employment

The movement of a status employee from one place of employment to another within the University and in the same class may result in a pay adjustment. Different pay ranges/rates for many classes or positions have been established because of dissimilar economic market or other conditions in different geographic areas. The salary of an employee moving from one such area to another without change in class shall be adjusted upward or downward to a rate that represents the same relationship to the pay

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range previously attained, effective the first day of the pay period following the move/date of the transfer. If different pay plans are involved in the transfer, service in class and the rate that would have been attained if the employee had always been employed under the receiving pay plan shall be considered.

5.0812 Voluntary Acceptance of a Lower Class

A reduction in salary of at least 4 percent will apply to personnel actions that involve the voluntary acceptance of positions in lower-level classifications that are not considered career path changes. In such cases, the minimum reduction will be to a rate in the new class that is equivalent to 96 percent of the employee's salary in his or her former class. In no case will any employee's base rate be permitted to exceed the maximum rate for the new class. In certain cases a reduction of 4 percent is inappropriate due to the nature of the reduction in class, and additional reductions may be warranted. If the class to which the employee accepts a voluntary reduction is in the same promotional line, or is the same class from which the employee was promoted, the percent increase that represents a promotion may be subtracted before determining the appropriate rate in the range for the lower class.

5.0813 Voluntary Acceptance of a Lower Class During Probationary Period Following Promotion

The employee's salary will be reduced to the rate for the lower class which represents the salary the employee would have attained if he or she had not been promoted, including any general salary increase for which the employee would have been eligible.