

**POLICY 5**  
**WAGE AND SALARY ADMINISTRATION**

**Rule 5.16 - Open Range Pay Plan Personnel Actions**

Certain personnel actions apply only to status employees in classes covered by the Open Range Pay Plan. Such actions shall be specified by the head of the University human resources office. Personnel actions that apply to all pay plans are contained in Rule 5.08.

**Regulations**

5.161 Administrative Adjustment

An employee may receive an upward or downward administrative adjustment in his or her base salary to correct a previous error (misapplication of a policy or rule or incorrect recording of a pay rate) or oversight (nonapplication of a permissive policy or rule). These adjustments must have the prior approval of the head of the campus office of human resources or a designee. In some cases, an adjustment of an employee's base salary is considered essential but is not provided for by the normal operation of the Policy and Rules nor by the administrative error or oversight provisions. In this situation, if the campus office of human resources views the adjustment as an essential exception type case, the Chancellor or a designee should forward the request in writing with all relevant back up material for review by the University human resources office. Each special exception case must receive the written approval of the head of the University human resources office prior to implementation.

5.162 Reallocation of Position to a Class in Lower Salary Grade

When a position is reallocated to a class in a lower salary grade and the employee elects to remain in the position, the employee's base salary will be handled as provided by the pay retention rule (see Rule 5.05).

5.163 Reevaluation/Regrade

When the salary grade assigned to a class is reevaluated and a different salary grade is assigned based upon change in relation to other classes or to the labor market, an employee's salary will remain the same, except as follows:

Assignment to higher salary range

If a higher salary range is assigned to a class and the salary of an employee occupying a position in the class is not at a rate within the new grade, the employee's salary shall be advanced to the minimum rate of the new salary range. If warranted by the circumstances surrounding the regrade, the head of the campus human resources office may authorize additional salary increases for some employees in the class, but in no event shall such a salary increase place an

**POLICY 5  
WAGE AND SALARY ADMINISTRATION**

**Rule 5.16 - Open Range Pay Plan Personnel Actions**

**Regulations (Continued)**

employee at a rate that exceeds the range position (percentage above the range minimum) previously attained in the lower salary grade.

Assignment to lower salary range

If a lower salary range is assigned to a class and the employee's salary is above the maximum of the new range, the employee's salary will be handled in accordance with the pay retention rule (see Rule 5.05).

5.164 Special Salary Programs

The salary of any employee may not exceed the maximum of the range. However, recognizing that employees who reach range maximum may continue to make above average contributions to the University through their job performance, special salary programs may be implemented as long as such programs do not produce a continuing liability in terms of recurring salary increases.