

# Classified Pay Practices

All salary actions involving classified pay practices require documentation using the Pay Action Worksheet (PAW) (except for Recognition Awards, see below.)

- Pay Practice actions, particularly In-Band Adjustments, may not be retroactive.
- Managers should not discuss proposed salary with applicant or employee prior to consultation with HR.
- Salaries may not be below the minimum nor above the maximum of the new pay band.)
- HR Generalists provide consultation and technical guidance throughout each of the processes.
- Decentralized actions are periodically post-audited by HR.
- NOTE: \*Role title/code = Position Class title/code in Banner

	Pay Practice	Pay Guidelines	Process			
EMPLOYEE INITIATED	<b>Starting Pay</b> New state employee Rehires	Negotiable from minimum of pay band up to 15% above current salary not to exceed pay band maximum (Exceptions higher than 15% may be granted as appropriate)	<ul style="list-style-type: none"> <li>• 0-15% management decision</li> <li>• Vice President or designee approval</li> <li>• <b>HR review/consultation prior to decentralized action</b></li> </ul>			
	<b>Promotion</b> Movement to a different Role* in a higher pay band	Negotiable from minimum of new pay band up to 15% above current salary. Increases above 15% are only allowed to move to the minimum of the pay band or hiring range.	<ul style="list-style-type: none"> <li>• 0-15% management decision</li> <li>• Vice President or designee approval</li> <li>• <b>HR review/consultation prior to decentralized action</b></li> </ul>			
	<b>Voluntary Transfer – Competitive</b> Movement within same Role* or to different Role* in the same pay band	Negotiable from minimum of pay band up to 15% above current salary not to exceed pay band maximum. Increases above 15% are only allowed to move to the minimum of the hiring range.	<ul style="list-style-type: none"> <li>• 0-15% management decision</li> <li>• Vice President or designee approval</li> <li>• <b>HR review/consultation prior to decentralized action</b></li> </ul>			
	<b>Voluntary Transfer – Non-Competitive</b> Movement within same Role* or to different Role* in the same pay band	No increase in pay.	<ul style="list-style-type: none"> <li>• Justification of why non-competitive</li> <li>• Vice President or designee approval</li> <li>• <b>Approved by HR</b></li> </ul>			
	<b>Voluntary Demotion</b> Movement to a different Role* in a lower pay band	Negotiable from minimum of pay band up to current salary not to exceed pay band maximum (Option to freeze salary above maximum for 6 months)	<ul style="list-style-type: none"> <li>• Vice President or designee approval</li> <li>• <b>Approved by HR</b></li> </ul>			
MANAGEMENT INITIATED	<b>Temporary Pay</b> Assuming new duties and responsibilities on a temporary basis. Expires in 6 months, unless extended.	For Higher Pay Band 0-15% above current salary not to exceed pay band maximum For Same Pay Band 0-10% increase not to exceed pay band maximum	<ul style="list-style-type: none"> <li>• Vice President or designee approval</li> <li>• <b>Approved by HR</b></li> </ul>			
	<b>Role* Change</b>	Upward: 0-10% increase or to minimum of higher pay band	Downward: No change in salary unless above maximum of the lower pay band, reduce after six months Lateral: 0-10% increase not to exceed pay band maximum (to include any increase for In-Band Adjustment which has occurred during the fiscal year)	<ul style="list-style-type: none"> <li>• HR review/consultation</li> <li>• Vice President or designee approval</li> <li>• <b>Decentralized</b> (Role* Changes within Pay Bands 1 – 3)</li> <li>• <b>Approved by HR</b> (Role* Changes Pay Bands 4 and above)</li> <li>• <b>Effective on a monthly basis, on the 10<sup>th</sup> of the month.</b></li> </ul>		
		In-Band Adjustment - Change in duties - Application of new KSA's, competencies - Retention - Internal alignment			0-10% increase (or 0-10% lump sum payment based on current salary*) not to exceed pay band maximum. Maximum 10% per fiscal year for In-Band Adjustments and lump sum payments (to include any increase for Lateral Role* Change.) No In-Band lump sum allowed for employees at the top of the pay band. * Where there are current budget constraints, In-Band lump sum payment allows for transition when time is needed to develop funding to support a base pay increase.	<ul style="list-style-type: none"> <li>• Vice President or designee approval</li> <li>• <b>Approved by HR</b></li> <li>• <b>Effective on a monthly basis, on the 10<sup>th</sup> of the month.</b></li> </ul>
		<b>Disciplinary or Performance-related Salary Action</b>			Minimum 5% decrease or to lower pay band	<ul style="list-style-type: none"> <li>• Guidance from Employee Relations prior to submission of request</li> <li>• Vice President or designee approval</li> <li>• <b>Approved by HR</b></li> </ul>
	<b>Competitive Salary Offer</b>	Match outside offer not to exceed maximum of pay band	<ul style="list-style-type: none"> <li>• Vice President or designee approval</li> <li>• <b>Approved by HR</b></li> </ul>			
	<b>Recognition Award</b>	Monthly non-base pay increase; up to \$2000.00 and/or up to 5 days of Recognition Leave per fiscal year	<ul style="list-style-type: none"> <li>• Submitted on a Classified Recognition Award Action Form</li> <li>• Vice President or designee approval</li> <li>• <b>Approved by HR</b></li> </ul>			