



VCU Human Resources

Classified Pay Practices

All salary actions involving classified pay practices require documentation using the pay action worksheet (PAW) in eJobs, 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 VCU Human Resources.
- Salaries may not be below the minimum or above the maximum of the new pay band.
- [HR Consultants](#) 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	Starting Pay - 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"> • 0-15% management decision • Vice President or designee approval • HR review/consultation prior to decentralized action
	Promotion 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"> • 0-15% management decision • Vice President or designee approval • HR review/consultation prior to decentralized action
	Voluntary Transfer – Competitive 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% allowed only to move to the minimum of the hiring range.	<ul style="list-style-type: none"> • 0-15% management decision • Vice President or designee approval • HR review/consultation prior to decentralized action
	Voluntary Transfer – Non-Competitive Movement within same Role* or to different Role* in the same pay band	No increase in pay.	<ul style="list-style-type: none"> • Justification of why non-competitive • Vice President or designee approval • Approved by HR
MANAGEMENT INITIATED	Voluntary Demotion 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"> • Vice President or designee approval • Approved by HR
	Temporary Pay 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"> • Vice President or designee approval • Approved by HR
	Role* Change	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 that has occurred during the fiscal year).	<ul style="list-style-type: none"> • HR review/consultation • Vice President or designee approval • Decentralized (Role* Change in Pay Bands 1-3) • Approved by HR (Role* Change in Pay Bands 4 and above) • Effective on the 10th of the month if received by HR by the first of that month
	In-Band Adjustment - Change in duties - Application of new KSAs, 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"> • Vice President or designee approval • Approved by HR • Effective on the 10th of the month if received by HR by the first of that month
	Disciplinary or Performance-Related Salary Action	Minimum 5% decrease or to lower pay band.	<ul style="list-style-type: none"> • Guidance from VCU Employee Relations prior to submission of request • Vice President or designee approval • Approved by HR
	Competitive Salary Offer	Outside offer match not to exceed maximum of pay band.	<ul style="list-style-type: none"> • Vice President or designee approval • Approved by HR
	Recognition Award Total recognition awards of all types cannot exceed \$2,000 per fiscal year and/or 5 days leave per calendar year	Spot Award: non-base pay bonus up to \$500 and/or 4 hours recognition leave each occurrence; processed in same pay period as provided.	<ul style="list-style-type: none"> • Submit on Spot Award Action Form • Supervisor and Dean/Department Head approval • HR approval not required
		Outstanding Achievement Award: non-base pay bonus up to \$1,000 and/or 3 days recognition leave each occurrence; processed monthly.	<ul style="list-style-type: none"> • Submit on Classified Recognition Award Action Form • Dean/Department Head approval • Effective on the 10th of the month if received by HR by the first of that month
		Extraordinary Achievement Award: non-base pay bonus up to \$2,000 and/or up to 5 days of recognition leave per fiscal year; processed monthly.	<ul style="list-style-type: none"> • Submit on Classified Recognition Award Action Form • Vice President or designee approval • Approved by HR • Effective on the 10th of the month if received by HR by the first of that month