

SALARY ADJUSTMENTS

#410

1.0 PROMOTION. When an employee is promoted, an increase of at least 5% shall be granted. The new rate must be within the new grade's range on the pay scale. All adjustments to an employee's wages shall become effective at the start of the pay period which follows the determination of this action.

2.0 DEMOTION. When an employee is demoted, a decrease in the rate of pay of at least 5% per grade shall be allowed. The new rate of pay must be within the new grade's range on the pay scale. All adjustments to an employee's wage shall become effective at the start of the pay period which follows the determination of this action.

3.0 REASSIGNMENT. When an employee is reassigned from one position in a class to another position within the same class, rate of pay shall remain unchanged.

4.0 ADMINISTRATIVE GRADE CHANGES. When an employee is placed on a lower grade for administrative reasons, a decrease in the rate of pay of at least 5% per grade shall be allowed. The new rate of pay must be within the new grade's range on the pay scale.

5.0 RECLASSIFICATION. When an employee is placed on a higher grade due to adjustments reflecting a market adjustment, an increase of 3% or to the minimum of the new grade will be made. The new rate of pay must be within the new grade's range on the pay scale. Adjustments will usually be made at the beginning of a payroll year but may be made for other reasons as necessary. An employee's eligibility date will remain unchanged and they will still be eligible for a rate increase on the eligibility date.

6.0 SCHEDULED UPGRADES. When an employee is in a position for which there is a career ladder established, the employee may move through the career ladder by meeting the established time and qualification requirements. The employee will receive a 3% increase in salary and be eligible for a rate increase based upon their Performance Rating. Scheduled upgrades will be given on the employee's eligibility date and processed along with the Performance Rating Increase.