

Promotions

An employee promoted will have the maximum annual salary for which he or she is eligible established as follows:

1. For a promotion to a position of a higher grade on the same pay plan, the employee's maximum rate of pay shall be increased by ten percent (10%). An employee who upon promotion is receiving a rate of pay below the lowest entrance pay level established for the new grade may be adjusted to that lowest entrance pay level for that grade.
2. An employee's rate of pay upon promotion shall not exceed the maximum pay level of the grade assigned to the classification, unless the employee is eligible for the career pay level on the career service pay plan.

When an employee promotes to a different agency/institution, the originating agency/institution must pay all accumulated compensatory time and overtime to the employee at the time of transfer.

Non-exempt employees promoting to an exempt classification must have all accumulated compensatory time and overtime paid at the time of transfer.

If you are promoted to another position in your department or accept a position in another department that is in a classification higher than your former classification, ordinarily your pay rate will increase by 10% or will be Entry of the new pay grade, whichever is higher.

Shift Differential - Outside Normal Working Hours

An employee whose working hours do not conform to normal state business hours shall be eligible for additional compensation up to twelve percent (12%) of the hourly rate for which he or she is eligible as a shift differential if:

1. The agency or institution routinely schedules more than one (1) work shift per day.
2. The shift to which the employee is assigned is a full:
 - Evening work shift beginning not earlier than 2:30 p.m. and ending not later than 11:30 p.m.
 - Night work shift beginning not earlier than 11 p.m. and ending not later than 8 a.m. the next day.
 - The employee is regularly assigned to these shifts on a regularly scheduled rotating basis.

An employee assigned to an evening shift may receive up to six percent (6%). An employee assigned to a night shift may receive up to twelve percent (12%). In those instances in which the granting of a shift differential has the effect of temporarily exceeding the maximum annual rate for the grade assigned to the employee's classification, the additional compensation shall not be considered as exceeding the maximum allowable rate for that grade.

Demotions

When an employee is demoted for cause or voluntarily solicits a demotion, his or her rate of pay will be:

1. Fixed in the lower-graded position at a rate equal to ten percent (10%) less than the employee's rate of pay at the time of demotion for demotions of one (1) or more grades on the career service pay plan or on the professional and executive pay plan
2. If the employee's salary falls below the entry pay level of the new grade upon demotion, his or her salary may be adjusted to the entry level for that grade.
An employee's rate of pay upon a demotion will not exceed the amount provided by the maximum pay level of the grade assigned to the classification, unless the employee is eligible for career pay level on the career service pay plan.

An employee returning within twelve months to a position or classification previously occupied is eligible for a rate of pay no greater than that for which the employee would have been eligible had he/she remained in the lower-graded classification.

An employee who is placed in a lower-graded position on either compensation plan because the original position has expired due to lack of funding, program changes, or withdrawal of federal grant funds may continue to be paid at the same rate as the employee was being paid in the higher-graded position upon approval of OPM after seeking the review of the Personnel Committee.

When an employee demotes to a different agency/institution, the originating agency/institution must pay all accumulated compensatory time and overtime to the employee at the time of transfer.

Non-exempt employees demoting to an exempt classification must have all accumulated compensatory time and overtime paid at the time of transfer.

Transferred Employees

Employees who transfer to a classification of the same grade within an agency/institution or to another agency/institution are eligible to maintain their salary at the time of transfer.

Nonclassified employees who transfer to a classified position are eligible to maintain their salary at time of transfer. However, the salary cannot exceed the maximum pay level of the grade, unless the employee is qualified for the career pay level on the career service pay plan.

When an employee transfers to a different agency/institution, the originating agency/institution must pay all accumulated compensatory time and overtime to the employee at the time of transfer.

Non-exempt employees transferring to an exempt classification must have all accumulated compensatory time and overtime paid at the time of transfer.

Rehired Employees

An employee who has been terminated for more than thirty (30) working days and returns to state service will be eligible for his/her previous exit salary. If that salary falls below the entry level of the grade or classification, the salary will be adjusted to the entry level. Additionally, the salary cannot exceed the maximum pay level of the grade, unless the employee is qualified for the career pay level on the career service pay plan.

If a former employee returns to state service within thirty (30) consecutive working days, the employee will be processed as a transfer whether the re-employment is with the former agency/institution or in a different agency/institution.

[Wednesday, September 25, 2019 8:16 AM](#)

Monday, July 29, 2013 1:05 PM