PURPOSE

To provide wage and salary guidelines pertaining to the transfer of an employee from one position to another as outlined in the Transfer and Promotion Policy B105.

DEFINITIONS

Position
A job appearing on an organizational chart which is a budget line item and has been assigned an occupational title and pay grade designated by the Human Resource Office.

Promotion
The transfer of an employee into a position where the occupational title is assigned a higher pay grade than the employee's present position.

Lateral Transfer
The transfer of an employee into a position where the occupational title is assigned the same pay grade as the employee's present position.

Downward Transfer
The transfer of an employee into a position where the occupational title is assigned a lower pay grade than the employee's present position.

POLICY

When employees accept a promotion, they may receive an increase in pay up to ten percent of their current hourly base rate provided the new rate does not exceed the maximum hourly rate established for the new occupational title and the department's ability to fund. Increases above ten percent require written justification.

When employees accept a lateral transfer, the base pay rate remains the same unless the vacant position is budgeted at a lesser pay rate and they are willing to accept, in writing, the lesser pay rate.

When employees accept a downward transfer, the employee may be subject to a decrease in pay up to ten percent provided the new rate does not exceed the maximum hourly rate established for the new occupational title and based on the department's ability to fund.

PROCEDURE

Refer to Employee Categories Policy B070 and Transfer and Promotion Policy B105 for appropriate procedures for changing the status, transferring, or promotion of employees.