Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding determining promotional and probationary salary adjustments for classified and unclassified unrepresented employees.

Policy

Classified

1. When a classified employee is promoted, the individual’s base hourly rate of pay will be increased by a minimum of five percent, or to the minimum of the new pay range, whichever is greater. However, the new base hourly rate of pay cannot exceed the maximum of the new pay range.

2. A classified employee shall receive a five percent increase upon completion of the probationary period.

Unclassified

1. When an unclassified employee is promoted, the employee’s salary will be increased by a minimum of five percent or up to the midpoint of the new pay range (subject to internal equity), for an employee who exceed the minimum qualifications of the position. The Compensation Department’s approval is required for any promotional increase in excess of these guidelines.

Procedure

Classified and Unclassified

1. Promotional increases - The hiring department (if applicable) must complete the offer process through the recruiting system. Prior to offering a salary in excess of the above guidelines, a department must request a salary review through the hiring proposal in the recruiting system. Compensation will review employee’s resume and consult with hiring authority and make a final salary recommendation.
2. Probationary Increases – The department must make the appropriate changes on the Personnel Change Request (PCR) and submit it to Human Resources.