Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding filling a vacancy moving from unrepresented classified to unrepresented unclassified positions.

Policy

When moving from a classified to unclassified position a department may set the starting salary, up to and including the midpoint of a salary range (subject to internal equity), for an unclassified employee who exceeds the minimum qualifications of the position. Compensation Department approval is required for promotional increases in excess of these guidelines.

Procedure

1. An employee who agrees to move from the classified to the unclassified service must sign a waiver provided by the Compensation Department indicating that he/she is willing to relinquish Classified Civil Service status. The hiring department is responsible for obtaining the employee’s signature on the waiver.

2. The hiring department may increase an employee’s pay by a minimum of five percent, or up to and including the midpoint of a salary range (subject to internal equity). Prior to offering a salary above the mid-point of the salary range for unclassified positions, the department must communicate the intent to the Compensation Department for review & determination.

3. The Compensation Department will complete the salary review and determine an appropriate salary and communicate the recommendation to the hiring authority.

4. The hiring department will complete the hire process.