

Change to Personnel Rule 3. Compensation

Summary:

- Language was restored to clarify how an upward reclassification will impact an employee's pay to ensure that there are no inequities when these pay increases are awarded.
- Update approved by the Unified Personnel Board on December 1, 2016.

Background:

Prior to the January 2016 rule changes, former Personnel Rule IX, Section A.a. addressing Reclassification to a Higher Pay Grade specified that an employee was to be awarded whichever was the greater of the first two options. The new Rule 3 (effective 1/1/16) lacked that language which could lead to inequitable treatment of employees that have their positions reclassified. For example, "Employee A" and "Employee B" are both reclassified upward and their new classification is in pay grade CLI7. The minimum for CLI7 is \$44,699.

- Employee A currently makes \$44,689, (\$10 below the CLI7 minimum), and receives an increase to the new minimum. An increase of \$10.
- Employee B currently makes \$44,709, (\$10 above the CLI7 minimum), and receives an increase of \$2,328 (equal to 4% of the CLI7 midpoint).

Prior to the pay increases, the difference in pay between the two employees was \$20. After the application of Rule 3 as previously written, Employee B would make \$2,338 more than Employee A. This change restores the "whichever is greater" language to the rule, ensuring that both employees would receive the same increase.

Update:

The only portion of the rule that was updated was Section C.1.d. as shown (red text was added and yellow text was removed):

d. Reclassification or Reallocation Increase

When a position is reclassified **or reallocated** to a ~~job classification at a~~ pay grade for which the maximum of the pay rate is higher than that of the incumbent's current job classification, the Appointing Authority may grant the employee a pay adjustment in accordance with the following:

- The employee's pay must be increased to at least the minimum pay rate of the new pay grade, **or**
- ~~If the employee's pay rate is already equal to or greater than the minimum of the new pay grade, the~~ **The employee's** pay will be increased by an amount equal to 4% of the midpoint of the new pay grade, **whichever is greater**.
- No reclassification pay increase may be granted above the maximum rate established for the classification.