2018 Evergreen Classification and Compensation Study
Pay Adjustment Methodology for Classified Service Positions

After all Classified positions are migrated to the new Classification Plan, pay adjustments will be applied, effective September 16, 2018, (except as outlined in 3-c below) as follows:

1. Address Classifications Behind Market
   a. Identify classifications where the maximum of the new pay grade is at least 4.5% above the maximum of the current pay grade. (The 4.5% movement is consistent with the 4.5% midpoint progression featured throughout the new pay grade structure.)
   b. For employees in the classifications mentioned in (1-a) above, apply pay adjustments equal to 4% of the midpoint of the new pay grade, up to the midpoint of the new classification.
   c. Employees with pay rates at or above the midpoint of the new pay grade do not receive an increase.
   d. This process does not apply to employees in temporary positions or positions in pay grade CL55.

2. Bring to Minimum and Address Compression
   a. Apply pay adjustments from Step 1 above.
   b. For employees that still fall below the new pay grade minimums, adjust pay rates to the new minimum.
   c. If an individual in the new classification receives an increase to bring them up to the new minimum, use the dollar amount associated with the highest individual increase and apply that dollar amount as an increase, up to the new midpoint, for anyone in the classification who is below the new midpoint.
   d. Individuals already at or above the new midpoint do not receive an increase.
   e. If there are employees in temporary positions or positions in pay grade CL55 with a pay rate below the minimum of the new pay grade, pay is adjusted to the minimum of the new pay rate, but no further adjustments are applied.

3. Pay Decreases Resulting from Downward Reclassification
   a. Identify classifications where the maximum of the new pay grade is below the maximum of the current pay grade.
   b. If the pay rate for an employee in a classification mentioned in (3-a) above is more than 10% above the maximum of the new pay grade, the pay rate shall be decreased to 10% above the maximum of the new pay grade.
   c. Pay decreases associated with this process shall not be effective until January 6, 2019, and will be based on the outcome of completed appeal processes, pay rates, and pay grades in effect on January 4, 2019.
   d. This process does not apply to employees in temporary positions or positions in pay grade CL55.

Approved by the Unified Personnel Board on September 6, 2018