2.3.2 RATE OF PAY UPON PROMOTION, DEMOTION AND DETAIL FOR CLASSIFIED STAFF

A. POLICY

It is the policy of the Health Sciences Center to ensure a consistent and equitable application of Civil Service guidelines in determining one’s rate of pay upon promotion and demotion.

In order to accomplish this goal the Department of Human Resource Management will determine rates of pay by the following guidelines.

B. PROMOTION

1. When an employee is promoted to a position in a higher grade in the same pay schedule (Medical or General), pay shall increase as follows:
   a) 7% if the promotion is a one grade increase, or
   b) 10.5% if the promotion is a two grade increase, or
   c) 14% if the promotion is a three or more grade increase

2. If the employee is still below the minimum level of the grade (G-S) level to which promoted he/she will be adjusted to the minimum level of the new grade (G-S) level. No employee may be advanced above the maximum of the G-S level to which promoted. Anniversary date shall remain the same.

3. When an employee is promoted from a job assigned to one pay schedule (Medical or General) to a job assigned to another pay schedule (Medical or General) with a higher minimum rate, his pay shall be adjusted as follows:
   a) If the minimum of the job to which the employee is being promoted is less than 14% above his current minimum, his pay will be increased by 7%.
   b) If the minimum of the job to which the employee is being promoted is at least 14% but less than 21% above his current minimum, his pay shall be increased by 10.5%.
   c) If the minimum of the job to which the employee is being promoted is equal to or greater than 21% above his current minimum, his pay shall be increased by 14%.

C. DEMOTIONS

When an employee is demoted in the same pay schedule or from one pay schedule to another pay schedule (Medical or General) the intent shall be to effect the reverse of the promotion schedule as outlined in B. Comparisons between schedules shall be made using the minimum rate of the old and new schedule to verify if the transaction is a demotion, and if a demotion, the percent of demotion will be ascertained by the following guide:

1. New Minimum is less than 14% below the Old Minimum = 7% Reduction,
2. New Minimum is 14% but less than 21% below Old Minimum = 10.5% Reduction.
3. New Minimum is greater than 21% below Old Minimum = 14% Reduction.
4. Any demotion shall not be below the new minimum to which assigned.
D. RATE OF PAY UPON DETAIL TO SPECIAL DUTY

When an employee is detailed to special duty, pay shall not be reduced; if the position
to which detailed is allocated to a job which is assigned to a higher grade, pay shall be
increased to a rate the employee could receive upon promotion to such position,
provided:
1. Any such temporary increase granted an employee shall not affect eligibility for
   pay increases which the employee would have acquired in his/her regular position
   had not the employee been detailed.
2. At the conclusion of the detail, the employee’s pay shall revert to the authorized
   rate of pay in his/her regular position.

Source Documents  C.S. Rule 6.7, 6.10,6.14