



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
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SUBJECT

PAY ADMINISTRATION

SUB-TOPIC

CLASSIFIED COMPENSATION PLAN, Continued

PAY ADJUSTMENTS IN TRANSFERS, PROMOTIONS AND DEMOTIONS

When an employee is transferred, promoted, or demoted, the rate of pay for the new position will be determined as follows:

1. If the rate of pay in the old position was less than the minimum rate for the new position, the rate of pay may be advanced to the minimum for the new position.
2. If the rate of pay in the old position was greater than or equal to the minimum rate, and less than the maximum rate, for the new position, the new rate of pay may either remain unchanged or be advanced 3.5% in the new classification.
3. If the rate of pay in the old position was more than the maximum rate for the new position, the rate of pay may be reduced to a point within the range of the new position as determined by the administrative officer.
4. If an employee is transferring within the same job class, but to another department, the rate of pay will remain unchanged.