

## Pay Practices

### Pay Upon Change of Position or Transfer

An employee who changes positions within a department or transfers to a position in a different department in the same staff and pay level will receive no increase in pay. The pay of an employee whose transfer or change of position involves a change in pay levels will be at or between the minimum and maximum of the appropriate pay range of the new level.

### Pay Upon Reclassification

Employees whose positions are reclassified will be paid according to the following policies:

- **Upward Reclassification:** If a position is reviewed and reclassified to a higher pay level, the employee is placed in a new pay range. If the present pay rate falls below the minimum for the new pay level, a pay raise must be given to bring the pay rate to at least the minimum of the new range.
- **Lateral Reclassification:** If a position is reviewed and reclassified laterally, the job title and classification code changes while the pay level remains the same; as a result, the employee's pay need not change.
- **Downward Reclassification:** If a position is reviewed and reclassified to a lower pay level, the Department of Human Resources recommends that the incumbent's pay not be reduced; however, the rate of pay, if greater than the maximum of the new range, may not be increased until the maximum of the pay range exceeds the employee's rate of pay.

### Pay Upon Staff Changes

An employee whose position is changed from the clerical staff to the service staff or from the service staff to the clerical staff will be paid at or between the minimum and maximum of the appropriate pay range of the new pay scale.

### Pay Upon Return from Leave without Pay

An employee who returns to the same position or pay level, in the same job title, at the end of an appropriate leave without pay will be paid at a rate not less than what he or she was last paid. An employee who returns to a higher pay level will be paid at or between the minimum and maximum of the appropriate pay range of the new level. An employee who returns to a lower pay level may be paid at the rate he or she was last paid with prior approval from the Compensation section of Human Resources, your regional campus Human Resources department, or your HFS, Physical Facilities or ITaP service team.

### Pay Upon Return from Layoff

When an employee resumes his or her previously occupied position following layoff status, the rate of pay will be set at a rate not less than the rate he or she was receiving before layoff. If, however, an employee voluntarily takes a position in a different pay level in lieu of layoff, the rate of pay will be set within the new pay level.

### Pay Upon Temporary Assignment

An employee temporarily assigned the primary duties of a higher level position for more than 10 consecutive working days will be paid at or between the minimum and maximum of the appropriate pay range for the assignment. An employee temporarily assigned the duties of a higher level position for 10 or fewer consecutive working days will receive no adjustment in pay for the assignment. If an assignment expecting to last 10 or fewer consecutive working days ends up lasting longer than 10 days, an adjustment in pay may be made at the start of the temporary assignment.

### Pay Upon Re-employment of Former Employees

Former employees who return to the university will be paid according to the following practices:

- An employee who terminated in good standing and then is re-employed in the previously occupied job title and pay level may be paid up to, but no higher than, his or her separation rate unless the wage plan has been officially revised. An employee who is re-employed in a different job title and/or pay level will be paid according to the provisions for pay upon employment.

- Benefit eligibility will be determined in accordance with the date of re-employment.

### **Call-Back Pay**

Nonexempt, benefits-eligible employees will receive callback pay when, after leaving a scheduled work shift, the employee is required to return to the workplace outside of the employee's normal work schedule. Callback pay is not provided when extra work is scheduled in advance or when employees are asked to stay past the end of their regular work shift or to report to work early, unless the employee was unexpectedly called back into work after s/he had left her/his previous shift and it causes an extension of the workday.

Employees compensated for callback pay must receive a premium payment equivalent to two hours of regular pay and be compensated for all hours worked. All time worked in callback status is included to determine overtime eligibility. The callback premium payment is not included when calculating overtime eligibility.

Any interruption in work time for the benefit of the employee does not change the extension of the work-shift as defined above, and the employee is eligible only for payment of time worked. This type of interruption covers such times as authorized meal periods, time to take co-workers home, time scheduled solely for the convenience of the employee, etc.

### **Pay Following Provisional Period**

The practice for establishing the end of provisional period increase has been administered on the same basis as the hiring rate for employees new to the University. New hires and rehires may be considered for a merit wage increase upon:

1. Satisfactory completion of a full period of provisional employment; and
2. A performance appraisal, conducted 10 working days before the end of the period of provisional employment or a performance appraisal conducted at the end of the first 90 days in the position when the period of provisional employment has been waived for a rehired employee.

When a University-wide adjustment in the pay scale structure occurs during an employee's period of provisional employment, the provisional employee's wage rate, if less than the new minimum of the pay range for their pay level, should be increased to bring the employee up to, but not to exceed, the new minimum.

After an employee has satisfactorily completed the period of provisional employment, the department head/supervisor should review the employee's wage rate in relation to the wage rates of non-provisional employees within the same job title, pay level, and department. The quality of the employee's performance should be assessed to determine if a merit increase for completion of the period of provisional employment should be granted.

Merit increases for provisional employees cannot exceed the wage rate of the lowest paid, non-provisional employee who is 1) at the same pay level and job title, 2) who has been employed in the department at the university at least one year, and 3) whose work is currently rated as satisfactory or better. The department head or designated representative should address any requests for exceptions to the Compensation section of Human Resources, your regional campus Human Resources department, or your ITaP or HFS/Physical Facilities Human Resources team.