

**Base Pay Practices (Effective 7-1-19)**

Pay Practice	Application	Same Position # or to Different Position #	Competitive or Non-Competitive	Pay Guidelines
<b>Starting Pay</b>	<input type="checkbox"/> New employee <input type="checkbox"/> Rehires		Competitive	Negotiable from minimum of pay band or alternate band, not to exceed posted hiring range or pay band maximum.
<b>Promotion</b>	<input type="checkbox"/> Movement to a different Role in a higher pay band	Different Position #	Competitive	Negotiable from minimum of new pay band or alternate band, not to exceed posted hiring range or pay band maximum. Salary may not be below the minimum of the new pay band or alternate band.
<b>Voluntary Transfer</b>	<input type="checkbox"/> Movement within same Role or to different Role in the same pay band	Different Position #	Competitive	Negotiable from minimum of pay band or alternate band, not to exceed posted hiring range or pay band maximum.
		Different Position #	Non-Competitive	Negotiable from minimum of pay band or alternate band not to exceed posted hiring range or pay band maximum. Must be within same agency or parent agency.
<b>Voluntary Demotion</b>	<input type="checkbox"/> Movement to a different Role in a lower pay band	Different Position #	Competitive or Non-Competitive	Negotiable from minimum of pay band or alternate band up to current salary not to exceed pay band or alternate band maximum. Agency option to freeze salary above maximum for 6 months. Non-Competitive: Must be within same agency or parent agency.
<b>Temporary Pay</b> (Assuming new duties and responsibilities on a temporary basis)	<input type="checkbox"/> Different Role in a higher pay band	Same Position #	Non-Competitive	In accordance with Agency Salary Administration Plan - not to exceed pay band or alternate pay band maximum.
	<input type="checkbox"/> Temporary pay for same or different Role in the same pay band	Same Position #	Non-Competitive	In accordance with Agency Salary Administration Plan - not to exceed pay band or alternate pay band maximum.
<b>Role Change (Formerly Reallocation)</b>	<input type="checkbox"/> Upward: movement to a different Role in a higher pay band	Same Position #	Non-Competitive	Management determination - not to exceed pay band or alternate pay band maximum. Salary may not be below minimum of new pay band.
	<input type="checkbox"/> Downward: Movement to a different Role in a lower pay band			No change in salary unless above maximum of the lower pay band. If salary exceeds pay band maximum, reduce to maximum after six months.
	<input type="checkbox"/> Lateral: Movement to a different Role in the same pay band			Management determination - not to exceed pay band or alternate pay band maximum.
<b>In-Band Adjustment</b> (See also Non-Base Pay Options Chart)	<input type="checkbox"/> No change in Role title <input type="checkbox"/> Change in duties <input type="checkbox"/> Application of new knowledge/skills/abilities from education, certification, licensure, etc. <input type="checkbox"/> Retention <input type="checkbox"/> Internal alignment	Same Position #	Non-Competitive	Management determination - not to exceed pay band or alternate pay band maximum.
<b>Disciplinary or Performance-related Salary Action</b>	<input type="checkbox"/> Removal of duties OR <input type="checkbox"/> Movement to a different Role in a lower pay band	Same Position#* Different Position #	Non-Competitive	Minimum 5% decrease.
<b>Competitive Salary Offer</b>	<input type="checkbox"/> Outside offer (external to current agency, including other state agencies)	Same position #	Non-Competitive	Match outside offer not to exceed maximum of pay band or alternate pay band. Employee may return to former position within 30 days with agency approval at former salary or salary that agency offered during competitive offer process.
<b>Reassignment within the Pay Band</b>	<input type="checkbox"/> Agency staffing or operational needs; same or different Role in the same pay band	Different Position #	Non-Competitive	No change in base salary except to adjust for NOVA or Competitive differential change. After any such adjustment, employee's salary must be within the pay band or alternate band of new position.

**All salary actions require consideration of the following pay factors:**

- |                             |                                                |                             |                                                       |
|-----------------------------|------------------------------------------------|-----------------------------|-------------------------------------------------------|
| - Agency Business Need      | - Work Experience & Education                  | - Internal Salary Alignment | - Budget Implications                                 |
| - Duties & Responsibilities | - Knowledge, Skills, Abilities, & Competencies | - Market Availability       | - Long Term Impact                                    |
| - Performance               | - Training, Certification, License, etc.       | - Salary Reference Data     | - Current Salary for Demotions /Downward Role Changes |
|                             |                                                | - Total Compensation        |                                                       |

\*Note: Agency must reduce duties to reduce pay.