

Promotions/Reclassifications/Demotions and Salary Adjustments

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It is the policy of UMDNJ to adjust the salaries of staff employees who have been promoted (i.e., a position that has been posted by the Campus HR Office and employee bids on and is accepted as the selected candidate), reclassified (an existing position that has been re-evaluated, which may result in upgrade, lateral change or downgrade), or demoted (returned to a former position class title, or assigned to a position class title with a lower salary range). Salary adjustments for promotions, reclassifications or demotions will vary based on the classification of the position. Salary adjustments for promotions, reclassifications or demotions will vary based on the classification of the position, as shown below.

Bargaining unit staff in a Teamsters(TH), Operating Engineers(OH) or Public Safety Interns and Dispatchers(GH) position and promoted or reclassified to a higher level position within their union will follow the following guidelines; Increase for one or two grades will equal +6%, three grade promotions will equal +7.5% and four or more grade promotions will equal +10%. In the case of a demotion, the following guidelines will apply: Decrease of one or two grades will equal(-5%), three grade demotions will equal (-6.5%) and four or more grade demotions will equal(-9%). These guidelines also apply to Confidential Support Staff(KH) positions.

Bargaining unit staff employees being advanced to a higher salary grade who are in a step environment, will receive one step in their present salary range(following adjustment for workweek, if applicable) and then be placed at an equal or next highest salary in the new salary range. For demotions, bargaining unit staff employees in a step environment shall be reduced by one step and equalized to the step with the same or next highest rate of the grade to which the staff employee is being placed (after adjustment for workweek, if applicable).

Supervisory, Management and Confidential Professional classifications will be increased on a percentage basis, and calculated on a case-by-case basis, following Corporate Human Resources compensation guidelines. For demotions, Supervisory, Management and Confidential Professional Staff employees will be reduced on a percentage basis, calculated on a case-by-case basis, following Corporate Human Resources Compensation guidelines. However, no salary adjustment(up or down) will cause a staff employee to be placed below minimum or above maximum for the new salary range. All actions pertaining to staff employee demotions must be communicated to the Campus Labor Relations Office and Campus Compensation Office.

Staff employees promoted from a step position to a non-step merit environment will have their anniversary date adjusted according to the compensation plan for that classification. For non-merit titles, there will be no change in the anniversary date. The

effective date of any reclassification or re-evaluation shall be the beginning of the pay period following receipt of the request by the Compensation Department.