



HUMAN RESOURCES POLICY

SUBJECT:	Compensation	TITLE:	Promotions/Reclassifications/Demotions/Salary Adjustments Guidelines		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President for Human Resources		Responsible Office:	Compensation Services	
CODING:	30-01-30-70:00	ADOPTED:	07/01/90	AMENDED:	2/09/2010
LAST REVIEWED:					2/09/2010

I. PURPOSE

To define policy for the administration of salary adjustments for staff employees for promotions, reclassifications, demotions and the Job Rate System.

II. ACCOUNTABILITY

The Vice President for Human Resources shall ensure compliance with this policy.

III. APPLICABILITY

This policy applies to staff employees only (non-faculty).

IV. POLICY

It is the policy of UMDNJ to adjust the salaries of staff employees who have been:

- o promoted (i.e., a position that has been posted by the Department of Human Resources for which an employee bids and is accepted as the selected candidate),
- o reclassified (an existing position that has been reevaluated, which may result in an upgrade, lateral change or downgrade), or
- o demoted (returned to a former job title, or assigned to a job title with a lower job rate or salary range).

Salary adjustments for promotions, reclassifications or demotions will vary based on the classification of the position. All salary adjustments must have the approval required by the employee’s school or operating unit prior to implementation.

Job Rate System Guidelines: The following guidelines apply to bargaining unit staff in Teamsters, Operating Engineers, Public Safety Interns and Dispatchers positions.

- o Promotion/Reclassification: A promotion is defined as advancement from one classification to a higher rated classification within the employee’s bargaining unit with a difference in Job Rates of \$0.50 or more

per hour. An employee will receive an increase in base pay rate equal to the difference in the Job Rates for the new and old classifications, or 6.0% of the employee's previous base rate of pay, whichever is greater. The new increased rate can never be less than the new Job Rate or Two-Year Rate (if the employee has been employed two years or more).

- **Demotion:** A demotion is defined as a change from a classification to a lower rated classification within the employee's bargaining unit with a difference in Job Rates of \$0.50 or more per hour. An employee will receive a reduction in base pay rate equal to the difference in the Job Rates for the new and old classifications, or the applicable percentage based on the following table:

Job Rate Difference / % Chart	
\$0.50 - \$1.25	= Decrease base rate by 5%
\$1.26 - \$2.50	= Decrease base rate by 6.5%
\$2.51 and above	= Decrease base rate by 9%

- The employee's base rate of pay is reduced by the lesser amount. The new decreased salary can never be less than the new Job Rate or Two-Year Rate (if the employee has been employed two years or more).

Salary Adjustment Guidelines: The following guidelines have been provided for positions with a salary range that has a minimum and maximum salary, with or without steps. No salary adjustment (up or down) will cause a staff employee to be placed below minimum or above maximum of the new salary range.

- **Step System:** Bargaining unit staff employees who are on a step being advanced to a higher salary grade, will receive two (2) steps 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 on a step will have their salary reduced two (2) steps and equalized to the step with the same or next highest salary of the grade to which such employee is being placed (after adjustment for workweek, if applicable).
- **Salary Range System:** Supervisory, Management or Confidential Professional employees being advanced to a higher level position will have their salary increases calculated on a percentage basis for promotions and reclassifications. Supervisory, Management and Confidential Professional Staff employees will be reduced on a percentage basis for demotions. Compensation Services Salary Guidelines will be followed for employees in these positions.

NOTE:

HPAE 5094-represented staff employees shall be provided the opportunity to negotiate salary increases during promotions. Acceptance of the position constitutes acceptance of the salary and the amount of the promoted staff member's salary shall not be grievable.

Changes between salary systems will be assessed by Human Resources Compensation Services on a case by case basis to determine whether they are representative of a promotion, demotion or lateral transfer.

By Direction of the President:

Vice President for Human Resources