

### **Amendment of CSR 4.5.A. - Promotional Compensation**

When an employee is promoted, the employee's rate of pay will be increased to reflect the additional duties and responsibilities of the new classification.

#### **(i) Promotional Compensation - Normal Increase**

a. Employees who are promoted within the open range (OR and HD) salary grades will receive

OPTION A: a five percent (5%) to 10 percent (10%) increase in pay or the minimum salary of the new classification, whichever is greater.

OR

OPTION B: a 10 percent (10%) increase in pay or the minimum salary of the new classification, whichever is greater.

b. Employees on a step (ST) salary grade will be promoted by first determining the employee's promotional step by moving forward two steps in the current range. The new pay rate is established by slotting the employee into the step in the new range that is closest to, but not less than, the employee's promotional step.

c. If an employee is promoted to a higher classification within ninety (90) calendar days of his or her increment, the employee shall receive the one step increase plus the promotional increase.

d. Employees on a step (ST) salary grade being promoted to an open range (OR and HD) salary grade will receive the promotional step or the minimum salary of the new classification, whichever is greater.

#### **(ii) Promotional Compensation – Above Normal Increase**

If MPHD feels the need to promote above the normal increase as defined by subsection ``a'' above, but below the 50<sup>th</sup> percentile of the range, such increase shall require approval by the Director or designee after verifying the availability of funds. Requests for a salary above the 50<sup>th</sup> percentile require Board approval.

Requests by the Director, in consultation with MPHD Human Resources (HR), to compensate a promoted employee above the normal increase as defined by Section (ii) above must include written justification for one of the following criteria:

1. The employee possesses special qualifications necessary for the job, which exceed those of other applicants, such as highly specialized training or skills.
2. Appointment is being made to a specific position which HR has determined to be difficult to fill. In this case, the Director should be able to show that:
  - a. MPHD's rate of pay is below the prevailing entry salary in the area.
  - b. MPHD cannot recruit qualified applicants at the base rate.

Once the review of the compensation request has been conducted, HR will provide the requesting supervisor with written notification of the approval or denial of the request.

An employee may be promoted to a supervisory position and be compensated at a lesser rate than a direct subordinate if the maximum salary in the subordinate's classification overlaps the minimum salary in the supervisor's classification. When this situation occurs, it shall not be grounds to request a salary adjustment for the supervising employee. Reclassifications normally do not result in an increase in pay unless the nature of the reclassification and any changes in duties warrant an increase (as provided by the Reclassification policy approved by the Board).

#### **Amendment of CSR 4.11 - Compensation on Original Appointment**

The minimum salary rate normally shall be paid on original appointment. MPHD Human Resources must provide justification to the Bureau Director for any offer above the minimum. If in agreement, the Bureau Director will submit the request to the Director. The Director or designee, with verification as to availability of funds, may approve a salary up to the 50<sup>th</sup> percentile. Requests above the 50<sup>th</sup> percentile require approval from Board and are submitted for its approval at the discretion of the Director.