



Procedure on Salary Upon Transfer or Reclass for Nonexempt Employees

(Approved by the President on July 30, 1999; revised November 14, 2005)

I. PURPOSE & APPLICABILITY

This procedure is established to designate UMBI's standard for salary upon transfer or reclassification of a Nonexempt position and to define current terminology.

II. BACKGROUND

BOR VII - 9.40 Policy Upon Salary Upon Transfer or Reclass discusses placement of salary on steps within a salary range. Since the USM no longer uses incremental steps for nonexempt salaries, this document explains the procedure to be followed for UMBI Nonexempt Employees.

III. DEFINITIONS

As listed in BOR VII - 9.40, the following terms and definitions shall apply:

A. Transfer: A transfer is defined to be

1. a lateral move to a position with the same salary range,
2. a promotional move to a position rated at a higher salary range than the range of the current position, or
3. a demotional move to a position with a lower salary range than the range of a current position.

Transfers may occur within or across organizational units and within or across USM institutions.

- #### **B. Reclass: A reclass is an action that occurs when the job class to which a position is assigned is changed by raising it to a higher class, reducing it to a lower class, or changing it to another class at the same level. Reclass actions are based on significant and substantial changes in the position's primary duties that have evolved or when structured changes occur in the position's duties and responsibilities that were unforeseen at the time of hire and are crucial to the mission and/or organizational effectiveness of the USM institution, or as a result of changes in the job evaluation program. A position may or may not have an incumbent at the time of a reclass.**

IV. PROCEDURE

A. Salary Upon Lateral Transfer or Lateral Reclass

Upon both circumstances, the employee's salary shall remain the same.

B. Salary Upon Promotional Transfer

1. Competitive Promotion

UMBI Policies and Procedures

Upon competitive promotion, the salary for an employee will increase at least six percent (6%) by placement in the new salary range. Employees shall be granted an additional 2.5% increase upon successful completion of a probationary period.

2. Reclassification Promotion

Upon reclass promotion, the salary for an employee will increase at least six percent (6%).

C. Salary Upon Demotional Transfer or Demotional Reclass

Upon demotional transfer or reclass, the employee's salary shall be established within the range without providing a salary increase. In no case shall the employee's salary exceed the maximum of the salary range for the job class to which she/he was demoted.

APPROVED: Jennie C. Hunter-Cevera