

**ADMINISTRATIVE RESTRICTIONS
2005-2007**

Implementation Guide for HR Managers

2005-2007 Restriction	Guidelines
<p>New Hires</p> <ul style="list-style-type: none"> • Supervising managers may authorize starting salaries for new hires up to and including step two of the salary range. • Agency directors must authorize starting salaries at steps three and four of the salary range. • Starting salaries, for new hires, above step four are considered only in exceptional circumstances and require prior approval by DAS HRSD. <p>DAS HRSD will run audit reports to monitor steps on hire.</p>	<p>Requests for exceptions to step 5 and above are generally approved based on the salary history of the individual.</p> <p>Requests may also be approved in situations involving a failed or difficult recruitment.</p> <p>Requests to HRSD should include</p> <ul style="list-style-type: none"> • Name of individual • Position Number, classification & salary range number • Requested starting salary amount & step • Reason for request (if based on salary history must include information on current or recent salary of individual)
<p>Promotion</p> <p>Policy and Collective Bargaining Agreements (CBAs) currently allow for increases of one salary step above the base pay on promotion. Two-step increases (approximately 10%) above the base salary may be approved by the agency director if accompanied by documentation. Any promotional increase greater than two salary steps (approximately 10%) requires prior approval by DAS HRSD.</p> <p>DAS HRSD will run audit reports to monitor the number of steps on promotion.</p>	<p>The restriction is based on promotional steps above the base salary of the individual. The two step option allows agencies to address issues related to individuals receiving Work-Out-Of-Class and differentials. (In 2003-2005, HRSD generally allowed more than one step if an individual had been receiving WOC for 12 months or more and in the case of certain differentials.) Documentation maintained in the employee file at the agency for two step increases upon promotion should include:</p> <ul style="list-style-type: none"> • Name of individual • Position number • Previous salary & classification • Promotional salary & classification • Justification for more than one step (such as recruitment difficulties or exceptional qualifications.) <p>In calculating a two step promotion, it is assumed that one step is approximately 5%. A two step promotion is therefore approximately 10%. The allowable exception is when the first step of the new range is higher than 10%. The promoting individual should be then placed on the first step. It is not appropriate in these cases to move the individual to the second step.</p>

**ADMINISTRATIVE RESTRICTIONS
2005-2007**

	<p>For promotional increases beyond these guidelines the agency must send the above information to HRSD for approval.</p>
<p>Special Merit Special merit increases of one step (based on documented exemplary performance) may be approved by the agency director. These increases are considered exceptional and must be well documented. Any special merit of more than one step requires prior approval by DAS HRSD.</p> <p>DAS HRSD will run audit reports to monitor the frequency of special merit increases and the number of steps.</p>	<p>Agencies must maintain documentation related to all special merit increases. Documentation must include:</p> <ul style="list-style-type: none"> • Name of individual • Position number • Specific performance deemed exceptional • Recent performance evaluation of individual showing an overall rating of "outstanding" <p>For two-step special merit requests, the agency must send the above information to HRSD for approval..</p>
<p>Steps after Promotion Steps after promotion are addressed in HRSD Policy 20.005.10 (Pay Practices) and applicable CBAs.</p>	<p>For management and executive service and unrepresented, the PPDB system automatically places the SED six months out from the time of promotion. This is not related to trial service.</p> <p>Agency collective bargaining contracts address this issue and may vary from unit to unit.</p> <p>Note: The PPDB system assigns salary eligibility dates based on the specific governing State Policy or CBA.</p>
<p>Lateral Transfer Salary step increases may not be given on a lateral transfer unless required by CBA. Any request for a step increase on a lateral transfer requires prior approval by DAS HRSD.</p> <p>DAS HRSD will run audit reports to monitor increases on lateral transfers.</p>	<p>A lateral transfer is as a transfer within the same salary range number. Our goal is to get people on step if possible. If the individual's current salary falls between salary steps, it is permissible to put them on the higher step in the case of a lateral transfer as long as putting them on step does not increase their base salary by more than 2.5%. Differentials are not to be added to base salary upon lateral transfer. Requests for increases beyond 2.5% must be approved by HRSD.</p>