

CLASSIFIED EMPLOYEE COMPETITIVE PAY ACTIONS

Employee Salaries Cannot Exceed Pay Band Maximums.

Pay Actions	Authority	Documentation
<p>Starting Pay: New Hires and Re-hires Negotiable from minimum of pay band up to 15% above current salary.</p> <ul style="list-style-type: none"> If at minimum of pay band, at predetermined salary, or at minimum of predetermined range If above minimum of pay band, predetermined salary, or minimum of predetermined hiring range but no more than 15% above current/most recent salary If above 15% of current/most recent salary 	<p>Vice President</p> <p>Vice President</p> <p>Human Resources</p>	<p>PR40</p> <p>PR40 with justification*</p> <p>PR40 with justification*</p>
<p>Promotion (includes current salaried classified employees from other state agencies): Negotiable from minimum of new pay band up to 15% above current salary.</p> <ul style="list-style-type: none"> If at minimum of higher pay band, at predetermined salary, or at minimum of predetermined hiring range (can exceed 15% of current salary) If above minimum of pay band, predetermined salary, or predetermined hiring range but no more than 15% above current salary If above minimum of hiring range, predetermined salary, or predetermined hiring range and more than 15% above current salary 	<p>Vice President</p> <p>Vice President</p> <p>Human Resources</p>	<p>PR40</p> <p>PR40 with justification*</p> <p>PR40 with justification*</p>
<p>Transfers (same pay band; includes current salaried classified employees from other state agencies): Position filled through the University's recruitment and interviewing process. Negotiable from minimum of pay band up to 15% above current salary.</p> <ul style="list-style-type: none"> If at minimum of pay band, at predetermined salary, or at minimum of predetermined hiring range If above minimum of hiring range, predetermined salary, or minimum of predetermined hiring range and same or less than employee's current salary If up to 15% above current salary Only exception above 15% is hiring to the minimum of advertised hiring range 	<p>Vice President</p> <p>Vice President</p> <p>Vice President</p> <p>Vice President</p>	<p>PR40</p> <p>PR40 with justification*</p> <p>PR40 with justification*</p> <p>PR40</p>
<p>Voluntary Demotion (lower pay grade): Negotiable from minimum of pay band up to current salary. Salary may be frozen for six months if above the maximum of the new pay band, then reduced to the maximum of the new pay band.</p> <ul style="list-style-type: none"> If same or less than employee's salary 	<p>Vice President</p>	<p>PR40 with justification*</p>

* Pay Factors to Consider for Written Justifications:

The following pay factors must be considered and, if applicable, addressed in any written justification that accompanies a request for pay action(s). The factors are: agency business needs; duties and responsibilities; employee performance; the candidate's or employee's relevant employment history and academic qualifications; the candidate's or employee's knowledge, skills and abilities; job requirements or employee qualifications in regard to training, certification and licensure; internal salary alignment; total compensation; budget implications; long-term impact; the candidate's or employee's present base-pay compensation, salary reference data (use of external data must be coordinated through HR); and, market availability of qualified applicants.

CLASSIFIED EMPLOYEE NON-COMPETITIVE PAY ACTIONS

Employee Salaries Cannot Exceed the Pay Band Maximum.

Pay Actions	Authority	Documentation
<p>Role Change (reallocation in the prior system; employee stays in same position number):</p> <ul style="list-style-type: none"> • <i>Upward</i> role change (0 – 10% increase or minimum of higher pay band) • <i>Lateral</i> role change (0 – 10% increase not to exceed pay band maximum) • <i>Downward</i> role change (Salary does not change unless it exceeds the new pay band maximum. If pay above maximum, the salary is frozen for six months and then reduced to the pay band maximum.) <p>**See next page for Documentation and Process for Pay Actions sent to the University Compensation Committee.</p>	<p>First, HR approves role change.</p> <p>Then:</p> <ul style="list-style-type: none"> • If role change is approved and a pay change is recommended, University Compensation Committee** reviews prior to Vice President approval • If role change is approved and there is no pay change approval by Vice President 	<p>PR23 to HR</p> <p>PR40 with justification*</p> <p>None required.</p>
<p>In-Band Adjustment (for change in duties, acquisition/application of new KSAs, retention, and internal alignment) 0% - 10% increase.</p> <p>**See next page for Documentation and Process for Pay Actions sent to the University Compensation Committee.</p>	<p>Compensation Committee** reviews the action prior to approval by Vice President</p>	<p>PR40 with justification*</p> <p>If action is requested for a “change in duties,” a new Employee Work Profile (EWP) is also required.</p>
<p>Transfer (non-competitive movement to a different position in same pay band; no salary adjustment authorized for this action under Radford University Policy):</p> <ul style="list-style-type: none"> • Reassignment by manager • Employee request (voluntary) 	<p>Vice President</p> <p>Vice President</p>	<p>PR40</p> <p>PR40</p>
<p>Temporary Pay (employee stays in same position):</p> <ul style="list-style-type: none"> • Assignment of duties in <i>higher pay band</i> (0% - 15% increase) • Assignment of duties in <i>same pay band</i> (0% - 10% increase) 	<p>Vice President</p> <p>Vice President</p>	<p>PR40</p> <p>PR40</p>
<p>Voluntary Demotion (non-competitive, employee requested, to a different position) Negotiable from minimum of pay band up to current salary. Salary may be frozen for six months if above the maximum of the new pay band , then reduced to the maximum of the new pay band.</p>	<p>Vice President</p>	<p>PR40 with justification*</p>
<p>Disciplinary/Performance Demotion (can be a demotion to a different position or a reduction in duties of current position) Minimum 5% decrease in salary in same or lower pay band.</p>	<p>Vice President</p>	<p>PR40 with justification*</p>
<p>Competitive Offer (other state agency or non-state agency) Match outside offer not to exceed maximum of pay band.</p>	<p>Vice President</p>	<p>PR40 and copy of offer letter</p>

*** Pay Factors to Consider for Written Justifications:**

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**University Compensation Committee
Documentation and Process for Pay Actions**

Role Changes

In some instances, changes in duties and responsibilities for a classified position are significant enough to warrant a formal review by Human Resources (HR). If so, the supervisor completes a new Classified Position EWP (position description) for the position **and** a PR23, Personnel Action Authorization, indicating a request to review the position for a possible role change. The PR23, with the attached EWP, is submitted for signature approvals as indicated on the form. When received in HR, a desk audit, and in some instances a site audit, will be conducted. The results of the audit(s) will be communicated to the supervisor by HR. Based on the results of HR's review, the supervisor then submits a PR40, Personnel Action, for the appropriate pay action. The relevant pay factors* should be used in determining the appropriate amount/percentage of increase.

Requests to review a position for possible role change **may be submitted at any time**, preferably far enough in advance (typically 30 days) of the quarterly deadline to allow HR time to provide its findings to the supervisor for determination of the appropriate pay increase and preparation of the PR40.

In-Band Adjustments

In-Band salary adjustments may be requested for four reasons:

1. change in duties (not involving a role change)
2. new knowledge, skills, abilities (KSAs) and/or competencies from education, certification, etc.
3. internal alignment
4. retention

Due to new KSAs, competencies, etc.; internal alignment; and/or retention: The supervisor completes a PR40. A written justification **must** accompany the PR40 addressing the relevant pay factors* in support of the action. Not all pay factors will apply to each request.

Due to change in duties: There may be minor changes in duties and responsibilities for a classified position that are not significant enough to warrant a formal review by HR, since it is unlikely that the position will be moved to a new role and/or pay band. In these instances, the supervisor completes a new Classified Position EWP (position description) and attaches it to a PR40 requesting an in-band, salary adjustment for the incumbent. A PR23 is **not** required. The relevant pay factors* should be used in determining the appropriate amount/percentage of increase.

Process

Personnel Action forms (PR40s) for these pay actions are **submitted quarterly** per the University's Salary Administration Plan for Classified Employees. The Requests are submitted to the appropriate Vice President, who then determines which requests will be forwarded to HR for review by the University Compensation Committee. HR returns the unsigned pay action requests (PR40s) to the appropriate VP with any comments and/or concerns raised during the committee review. The VP then determines which pay actions will be signed for approval and resubmitted to HR for processing to Payroll.

*** Pay Factors to Consider for Written Justifications:**

The following pay factors must be considered and, if applicable, addressed in any written justification that accompanies a request for pay action(s). The factors are: agency business needs; duties and responsibilities; employee performance; the candidate's or employee's relevant employment history and academic qualifications; the candidate's or employee's knowledge, skills and abilities; job requirements or employee qualifications in regard to training, certification and licensure; internal salary alignment; total compensation; budget implications; long-term impact; the candidate's or employee's present base-pay compensation, salary reference data (use of external data must be coordinated through HR); and, market availability of qualified applicants.
