

**CAREER BANDING SALARY ADMINISTRATION  
SUMMARY OF REVISIONS**

12-01-02	New Career Banding Salary Administration Policy (Approved by SPC at teleconference 11/21/02)
05-01-03	Added Agency Responsibilities, OSP Responsibilities and SPC Responsibilities, which were inadvertently omitted.
11-01-05	Changed guidelines for Salary Eligibility for Promotions and Demotions as approved by the October State Personnel Commission.
11-01-05	Additional revisions to Career Banding as follows: <ol style="list-style-type: none"> <li>1. Added Advisory Notes regarding the Salary Adjustment Fund.</li> <li>2. Merged ten existing pay factors under four pay factors, and provide definitions.</li> <li>3. Established provisions for Horizontal Transfer (currently included in Reassignment) and for Retention Adjustment.</li> <li>4. Clarified that option with reassignment to maintain current salary above appropriate rate based on pay factors is applicable only if action is not by choice of employee.</li> <li>5. Indicated when career progression adjustment may be applicable, and clarified that employees with warnings/disciplinary actions or below good/unsatisfactory performance ratings are not eligible.</li> <li>6. Deleted provision concerning Shift Premium Pay since the grade equivalency is no longer applicable for that.</li> </ol>
07-01-07	<ol style="list-style-type: none"> <li>(1) Broadened the definition of promotion to include employee movement from one position to another with the same banded classification with a higher competency level.</li> <li>(2) Added definitions for Reinstatement and Reallocation and redefined Reassignment, Demotion and Horizontal Transfer.</li> <li>(3) Clarify that salaries below minimum at implementation must be adjusted to minimum when funds become available and may be retroactive</li> <li>(4) Added provision for Effective Date</li> <li>(5) Deleted Advisory Note about Salary Adjustment Fund.</li> </ol>
10-01-08	<ol style="list-style-type: none"> <li>(1) Policy statement revised to remove reference to “promoting successful work behaviors.</li> <li>(2) Band Revision added as an action.</li> </ol>

	Statement added to each action that the agency must submit written justification to the OSP for review and approval prior to implementing a salary increase of 20% or more
01-01-2015	<ul style="list-style-type: none"> <li>• Addition of definitions for “Market Index” and “Market Rate”.</li> <li>• Clarification was added on a new hire action definition to clearly indicate that it is an initial hire to “State” employment.</li> <li>• Definitions for personnel actions such as promotion, reassignment, transfer, demotion, and reallocation are all being redefined to better reflect change in market.</li> <li>• Definitions have been added for the different types of Career Progression Adjustments to include Competency/Skill; Competency Level Change; and Labor Market.</li> <li>• Changed the “Retention Adjustment” section to mirror eligibility criteria for retention adjustment for employees in graded positions.</li> <li>• Removed all reference to career banding implementation including the requirement for agencies to develop a Career Banding Salary Administration Plan.</li> <li>• Reference to the “dispute resolution process” has been deleted and all grievances related to pay decisions will be handled through the agency employee grievance process. Removed the requirement for agencies to have an employee advisory committee to review implementation and operation of the program</li> </ul>