

# Sample In Range Salary Adjustment Policy

---

**Contents:**

§ 1.	Definition of In-Range Adjustment.....	1
§ 2.	Covered Employees.....	1
§ 3.	Reasons for In-Range Adjustment .....	1
§ 4.	Amount of In-Range Adjustment .....	1
§ 5.	Agency Responsibilities .....	2

---

**§ 1. Definition of In-Range Adjustment**

An in-range adjustment is an increase in an employee’s salary within the employee’s current salary range and within the agency where the employee is currently employed.

---

**§ 2. Covered Employees**

Full-time and part-time (20 hours or more) permanent, probationary, and time-limited employees are eligible for in-range salary adjustments.

Employees in trainee classifications, regardless of the appointment type, are not eligible for in-range adjustments as provided in this policy.

Temporary employees are not eligible for in-range adjustments.

---

**§ 3. Reasons for In-Range Adjustment**

Under the in-range salary adjustment, employees’ salaries may be increased for any of the following reasons:

- **Equity**, when employees in the same position/branch/role/competency are performing very similar work with a similar level of competence to those who have a higher pay rate, and the pay discrepancy has no documented justification, or to alleviate pay compression.
- **Labor Market**, when an employee’s salary is less than the pay for comparable positions in the labor market.
- **Job change**, when an employee has assumed higher-level duties or there have been changes in the variety and scope of duties.
- **Employee retention** when the following are all true:
  1. The employee has a documented offer for a comparable position (i.e., not an obvious promotion) outside of the agency. (See note below.)
  2. The employee has given that documentation to the manager.
  3. The employee has a “meets” or higher on their most recent annual performance appraisal and no active written discipline.
  4. The employee has skills or knowledge that would be difficult to replace.

Note: The documentation showing the offer does not need to be an offer letter. (An offer letter is often issued at the very end of the hiring process, after the agency has already lost the employee.) To show the offer, agencies may accept a copy of the posting and an attestation from the employee. Generally, any documentation showing the offer for the position is sufficient to show an employee retention need.

---

§ 4. **Amount of In-Range Adjustment**

The amount of the in-range adjustment will be determined by local guidelines as specified in the local Pay Administration Policy.

---

§ 5. **Agency Responsibilities**

The agency shall:

- Develop an in-range adjustment plan that shall:
    - Document management's commitment to the fair and equitable implementation of in-range adjustments.
    - Provide a mechanism that ensures employee understanding of plan policies and procedures.
    - Establish a procedure for identifying the need for, and determining the priority and fiscal feasibility of, implementing in-range adjustments. This shall include a method for determining individual salary adjustments considering internal equity, salary history, consistency, fairness within the work unit and organization, and salary increases granted under other policies.
    - Ensure that all salary increases are in compliance with policy.
    - Provide for the administration of this policy such that the agency does not engage in unlawful discrimination.
    - Establish procedures to document the justification of all in-range adjustments under the Pay Administration Policy.
    - Compile base-line data and establish procedures to monitor, analyze and report trends annually including the impact on all demographic groups in granting increases, exceptions granted and the fiscal impact of administering this policy on the agency budget.
    - Designate a plan administrator who shall review and monitor agency administration and provide technical assistance in the administration of the plan to agency management.
    - Establish a procedure for updating and revising the plan in response to changing budgetary and organizational priorities.
-