

Definition of Terms Used in Salary Administration

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Geographic Differential

A substitute salary grade at specific locations when critical recruitment or employee retention problems are recognized. The differential is reduced from an employee's salary upon moving to a non-geographic differential position.

Minimum

The lowest established salary that may be paid to an employee in that salary grade.

Midpoint

The salary in each salary grade that is halfway between the minimum rate and the maximum.

Maximum

The highest salary that may be paid to an employee in that salary grade.

Pay Status

When an employee is working, on paid leave (does not include lump sum payment of leave upon separation) or on workers' compensation leave.

Probationary Increase

An increase from the initial salary at the time the employee successfully completes the probationary period.

Definition of Terms Used in Salary Administration (continued)

Recruitment Standard

The minimum qualifications required by the State for an appointment to a given classification. These include the required “knowledge, skills and abilities,” “minimum training and experience” plus any other special requirements such as certificates and licenses. These are required to qualify the applicant for the minimum and, if applicable, the special minimum rate.

Special Minimum Rate (SMR)

A substitute minimum rate above the minimum of the salary range when critical recruitment or retention problems are recognized.

Trainee Salary Progression

A special salary plan with provision for scheduled (but not automatic) increases, usually at six-month intervals, prior to reaching the minimum of the salary range for the classification involved

Work Against

A work against is when an employee works in a classification that is different from the classification of the position. This may occur in the following situations:

- (1) One employee working against a position. The only thing that has to be the same as the position is the supervisor.
 - (2) Two or more employees working against a position with the total not to exceed one full-time equivalent position. The salary, appointment type and work schedule of the employees may be different from each other; however, the classification, supervisor and other attributes must be the same for all employees.
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