

**RUTGERS POLICY**

**Section:** 60.9.57

**Section Title:** Legacy UMDNJ policies associated with Human Resources

**Policy Name:** Promotions/Reclassifications/Demotions/Salary Adjustments Guidelines

**Formerly Book:** 30-01-30-70:00

**Approval Authority:** Senior Vice President for Administration

**Responsible Executive:** Senior Vice President for Administration

**Responsible Office:** University Human Resources

**Originally Issued:** July 1, 2013

**Revisions:** 10/10/2013 (Updated title)

**Errors or changes?** Contact: [policies@hr.rutgers.edu](mailto:policies@hr.rutgers.edu)

1. **Policy Statement**  
Promotions/Reclassifications/Demotions/Salary Adjustments policy.
2. **Reason for the Policy**  
To define policy for the administration of salary adjustments for staff (non faculty) employees for promotions, reclassifications, demotions and the Job Rate System.
3. **Who Should Read This Policy**  
All Rutgers employees who are employed in legacy UMDNJ positions (Banner Self Service).
4. **Related Documents**  
N/A
5. **Contacts**  
University Human Resources: 848-932-3020
6. **Policy**

**60.9.57 PROMOTIONS/RECLASSIFICATIONS/DEMOTIONS/SALARY ADJUSTMENTS GUIDELINES**

**I. Policy**

It is the policy of Rutgers University to adjust the salaries of staff employees in legacy UMDNJ positions who have been:

- promoted (i.e., a position that has been posted by University Human Resources for which an employee bids and is accepted as the selected candidate),
- reclassified (an existing position that has been reevaluated, which may result in an upgrade, lateral change or downgrade), or
- demoted (returned to a former job title, or assigned to a job title with a lower job rate or salary range).

Salary adjustments for promotions, reclassifications or demotions will vary based on the classification of the position. All salary adjustments must have the approval required by the employee's school or operating unit prior to implementation.

**II. Job Rate System Guidelines:** The following guidelines apply to bargaining unit staff in Teamsters, Operating Engineers, Public Safety Interns and Dispatchers positions.

- Promotion/Reclassification: A promotion is defined as advancement from one classification to a higher rated classification within the employee's bargaining unit with a difference in Job Rates of \$0.50 or more per hour. An employee will receive an increase in base pay rate equal to the difference in the Job Rates for the new and old classifications, or 6.0% of the employee's previous base rate of pay, whichever is greater. The new increased rate can never be less than the new Job Rate or Two-Year Rate (if the employee has been employed two years or more).
- Demotion: A demotion is defined as a change from a classification to a lower rated classification within the employee's bargaining unit with a difference in Job Rates of \$0.50 or more per hour. An employee will receive a reduction in base pay rate equal to the difference in the Job Rates for the new and old classifications, or the applicable percentage based on the following table:

<b>Job Rate Difference / % Chart</b>	
\$0.50 - \$1.25	= Decrease base rate by 5%
\$1.26 - \$2.50	= Decrease base rate by 6.5%
\$2.51 and above	= Decrease base rate by 9%

- The employee's base rate of pay is reduced by the lesser amount. The new decreased salary can never be less than the new Job Rate or Two-Year Rate (if the employee has been employed two years or more).

**III. Salary Adjustment Guidelines:** The following guidelines have been provided for positions with a salary range that has a minimum and maximum salary, with or without steps. No salary adjustment (up or down) will cause a staff employee to be placed below minimum or above maximum of the new salary range.

- Step System: Bargaining unit staff employees who are on a step being advanced to a higher salary grade, will receive two (2) steps in their present salary range (following adjustment for workweek, if applicable) and then be placed at an equal or next highest salary in the new salary range. For demotions, bargaining unit staff employees on a step will have their salary reduced two (2) steps and equalized to the step with the same or next highest salary of the grade to which such employee is being placed (after adjustment for workweek, if applicable).
- Salary Range System: Supervisory, Management or Confidential Professional employees being advanced to a higher level position will have their salary increases calculated on a percentage basis for promotions and reclassifications. Supervisory, Management and Confidential Professional Staff employees will be reduced on a percentage basis for demotions. Compensation Services Salary Guidelines will be followed for employees in these positions.

**NOTE:**

HPAE 5094-represented staff employees shall be provided the opportunity to negotiate salary increases during promotions. Acceptance of the position constitutes acceptance of the salary and the amount of the promoted staff member's salary shall not be grievable.

Changes between salary systems will be assessed by University Human Resources on a case by case basis to determine whether they are representative of a promotion, demotion or lateral transfer.