Salary Policy – Classified Employees
Effective 2/22/2013

New Classified Employee
A candidate being considered for appointment as a new PSU employee is generally hired in the range of steps 1-4 or the first 40% of the IT range. When choosing a step, please consider the applicant’s skills, qualifications, and experience. Consideration must also be made for departmental equity, budget, and other relevant criteria.

- Step 1-4 (or up to 40% for IT salary range) requires no additional approvals.
- Steps 5-7 (or up to 70% for IT salary range) requires dean or designee’s approval (level 1).
- Steps 8-10 require dean or designee’s approval, salary exception memo, and approval by AVP for HR.

Transfer
SEIU Contract, Article 22, sec. 7.
Employee’s salary shall remain the same when transferring from one position to another which has the same salary range.

Demotion
SEIU Contract, Article 22, sec 5.
When an employee changes to a job classification in a lower salary range that has a salary rate that is the same as their previous salary, the employee’s salary will be maintained at that step in the lower range.

If the employee demotes to a job classification in a lower salary range, but their previous salary is above the highest step for the new range, the employee will be paid at the highest step in the new range.

Promotion
SEIU Contract, Article 22, sec. 6
An employee shall be given an increase to the next higher rate in the new salary range. Please note that an additional step increase will be awarded upon successful completion of promotional trial service.