



SALARY ADJUSTMENT ACTION GUIDE

PER

JOB AID PER-45

The purpose of this job aid is to explain how to use the Salary Adjustment action.

- The **Salary Adjustment** action should be used to award an increase in salary within the current position and classification. Neither the position number nor the classification title is changing.
 - The key to selecting the correct action reason is knowing the salary administration policies and specific reason for the adjustment as defined by policy.
- The **Salary Adjustment/Salary Adjustment** action/reason should be used only to award in-range adjustments to an EPA employee, temporary employee salary adjustments or employees with H1B visas whose salaries need to be adjusted to the “prevailing wage.”
- The **Salary Adjustment/Acting Pay** action/reason should be used only when an employee is staying in their current position but receiving a salary adjustment for temporarily assuming the duties of a higher-level position that is currently vacant or while the employee is on an extended leave of absence.
 - The comments section of the form should include the position number, classification title and level of the position for which the person is acting.
 - This reason is differentiated from the **Promotion/Acting Promotion** action/reason by no change in position number.
 - This action is differentiated from the **Salary Adjustment/Temp In-Range for Job Change** by the identification of a higher-level position for which duties are temporarily being reassigned.
 - **Salary Adjustment/Temp In-Range for Job Change** is assuming additional duties as a result of a special project or assignment. The employee is not assuming duties that were previously assigned to a now vacant position or while an employee is on LOA.
- The **Salary Adjustment/Retention Adjustment** action/reason should be used only to retain an employee who is in a key position that is identified as difficult to recruit and the employee has a bona fide written job offer for an employer outside of state government which provides greater compensation without increased responsibilities.
 - This action cannot create any serious salary inequities, and there are no other feasible salary alternatives (promotion, reallocation, range revision, etc.) This type of retention adjustment requires OSHR approval.
 - The **Salary Adjustment/In Range Retention** action/reason should be used for retention adjustments for graded, pilot banded or skill-based paid employees that are in a key position that is identified as difficult to recruit.
 - This is differentiated from the **Salary Adjustment/Retention Adjustment** action/reason by not requiring a written job offer or requiring OSHR approval if the agency has an in-range adjustment plan that includes retention adjustments approved by the Office of State Human Resources.
 - The **Salary Adjustment/In Range Retention** action/reason cannot exceed 10%. In all cases of retention adjustment, the employee must have a performance rating of above good or above satisfactory.
 - The **In Range Retention** reason cannot be used for Career-banded employees.

- The **Salary Adjustment/In Range** action/reasons should be used for graded or skill-based pay employees only.
 - **In Range** reasons should not be used for career-banded, EPA or temporary employees.
 - Use the **Career Progression** action to award in-range adjustments for career-banded employees.