

## DEFINITIONS OF COMMON ACTION TYPES & FORMS USED TO PROCESS

### Hire

The term "Hire" is used when an **external candidate** is selected to fill a vacant position through the recruitment process. (Processed by e-Recruit system; no ECR form required)

### Promotion

The term "Promotion" is used when an **internal candidate** is selected to fill a vacant position through the recruitment process, and the position is at a higher level, as reflected by the grade level and/or MRP, than the employee's current position thus warranting a pay increase. (Processed by ECR form)

### Reclassification

The term "Reclassification" is used when the content of a **position, occupied or vacant**, changes significantly enough to warrant an increase or decrease in grade level and/or MRP. If the position is occupied and the grade level and/or MRP are increased, the employee typically receives a pay increase. (Processed by ECR for occupied positions; Position Update form for vacant positions)

### Developmental Promotion via Reclassification

The term "Developmental Promotion" applies only to those **individual contributor positions** that require especially deep knowledge/know how and skill, often of a technical nature, that is typically acquired by an employee over a period of several years. These positions are identified by the Compensation Office based on market data that indicate very broad pay parameters correlating with a broad range of incumbent experience and skill level. "**Developmental Job Hierarchies**", comprised of multiple grade levels and/or MRPs, are created for these positions, and employees are "promoted" through the hierarchies based on knowledge and skill development as measured by the performance management process. While core job content is shared by these positions at all levels, responsibilities typically increase at each higher level. Hence, developmental promotions are effected by reclassifying an employee's position. (Processed by ECR form)

### Market Salary Increase

The term "Market" is used when an employee's salary is increased to more appropriately reflect his/her work experience and performance in a position relative to market pay practices as represented by the salary range midpoint or MRP. (Processed by ECR form)

### **Equity Salary Increase**

An "Equity" increase is essentially a market increase but is initiated when setting a hire or promotion salary to address salary compression issues. It is important that the Compensation Office track the patterns and frequency of equity increases to identify specific positions for which our pay practices may be less than fully competitive. (Processed by ECR form)

### **Extraordinary Salary Increase**

"Extraordinary" is a catchall term used in response to a variety of situations. Most frequently it is used to recognize additional, higher level responsibility that is significant though not significant enough to warrant reclassification of an employee's position. It may also be used in a salary counter offer situation. (Processed by ECR form)

### **Temporary Salary Increase**

"Temporary" salary increases are typically awarded to employees who assume significant and higher level responsibility for an extended period of time due to a position vacancy in the department or an employee leave of absence. (Processed by ECR form)

### **Probationary Salary Increase**

Eligibility for a "Probationary" salary increase is dependent on a probationary employee's hire date. For those employees who are hired too close to the annual merit review period to provide a sufficient basis for assessing and rewarding performance, salary increases are administered separately from the merit review process.

**Exempt administrative/professional** employees hired **on or after December 2<sup>nd</sup>** are eligible for a salary increase in conjunction with their probationary performance review effective six months from their date of hire. (Since most exempt, monthly paid employees commence employment on the first of the month, we opted to include those hired on December 1<sup>st</sup> in the annual merit review process.)

**Nonexempt office/clerical/technical** employees hired **on or after February 1<sup>st</sup>** are eligible for a salary increase in conjunction with their probationary performance review effective four months from their date of hire.