

## Salary Guidelines for CCP Recruitment

## Congress/AFSCME

Scenario	Salary offer
New Hire	Appointing authority can offer steps 1-3 of the approved CCP position level
Selected for a higher level position and is a current BU member (Congress or AFSCME)	In accordance with the "Grade Placement" section of the CBA: "Employees who are appointed to a position which has a higher grade shall be placed at the step in the new grade which will provide an increase in annual salary at least equal to one step at the new grade, but not to exceed the top step of the new grade." <i>Salary should be confirmed with Compensation &amp; Classification Analyst prior to making a salary offer.</i>
Lateral Transfer-Employee is going from one position to another at the same CCP level	CCP and step remain the same. There is no increase or decrease in step.
Voluntary Demotion - employee served in same class previously	Determine employee's annual salary on the last day s/he served in the class and apply all salary increases the employee would have been entitled to had s/he remained in that position. <i>Salary should be confirmed with Compensation &amp; Classification Analyst prior to making a salary offer.</i>
Voluntary Demotion - employee never served in an equivalent or lower class	Determine what the employee's annual salary would have been had s/he been initially hired into the class and apply all salary increases the employee would have been entitled to had s/he served in that class continuously. <i>Salary should be confirmed with Compensation &amp; Classification Analyst prior to making a salary offer.</i>
Voluntary Demotion - employee did not serve in same class or salary group but served in a lower class previously	1. Determine employee's annual salary on the last day he/she served in a class lower than the class he/she is being demoted to. 2. Effective the next day, calculate a salary increase as though the employee had been promoted from this lower class to the class he/she is currently being demoted to. 3. From this date to the present, apply any salary increases the employee would have been entitled in the class he/she is being demoted to (e.g. annual increments, promotions, Willis adjustments, collective bargaining increases, etc.). * NOTE: If the employee served in several classes which were lower than the class he/she is being demoted to, select the class that is closest to but does not exceed this class. <i>Salary should be confirmed with Compensation &amp; Classification Analyst prior to making a salary offer.</i>
Voluntary Demotion- employee did not serve in the same class but served in same salary group previously	Determine employee's annual salary on the last day he/she served in the salary group he/she is being demoted to. 1. Effective the next day, calculate the employee's salary as though he/she had been reassigned from this lower class to the class he/she is being demoted to. 2. Apply any salary increases the employee would have been entitled to from this date forward to the present (e.g. annual increments, promotions, Willis adjustments, collective bargaining increases, etc.). <i>Salary should be confirmed with Compensation &amp; Classification Analyst prior to making a salary offer.</i>
Employee is currently serving in a higher level interim position and is being returned to his/her permanent position and level	Employee has a right of return to permanent position. Employee is returned to permanent position on leave from, salary increases the employee would have been entitled to had s/he remained in the position will be applied. <i>Salary should be confirmed with Compensation &amp; Classification Analyst prior to making a salary offer.</i>
Employee is currently serving in a higher level interim position and is being returned to his/her permanent position and then promoted to a higher level	Employee is returned to permanent position on leave from, salary increases the employee would have been entitled to had s/he remained in the position will be applied, then appropriate salary adjustment is made based on the salary level of the position being offered. <i>Salary should be confirmed with Compensation &amp; Classification Analyst prior to making a salary offer.</i>
Re-hires	Considered as "New Hire" for compensation purposes. There is no right of return.
Current State employee, not in Congress or AFSCME	Considered as "New Hire" for compensation purposes
Current < 20 hpw EA, PTL or NCL	Considered as "New Hire" for compensation purposes in accordance with the applicable Miscellaneous Pay Rate.
All others	Contact Compensation & Classification Analyst