

How to Determine ACTION/REASON

In grade Actions: Below are the types of In-grade type actions. These types of action/reasons are used when action is within the same salary plan and salary grade and within job series. **There is no change in midpoints of salary grade.**

Definitions:

- **In grade Promotion:** Employee's new job classification is in the **same salary grade and job series** as employee's current job classification.
- **Demotion Voluntary In grade:** Employee's new job classification **is in the same salary grade and job series** as employee's current job classification. The employee has voluntarily requested the demotion.
- **Demotion Involuntary In grade:** Employee's new job classification **is the same salary grade and job series** as employee's current salary grade, The reason is due to disciplinary purposes.

Non-In grade Actions: Below are the types of non-in grade type actions. These types of action/reasons are used when action is not within the same salary plan and/or salary grade. **There is change in midpoints of salary grade. Note: Primary and Secondary pay plan is considered the same plan when determining action/reason selection for a transaction.**

Definitions:

- **Promotion/Promotion:** Employee's new job classification is at higher salary grade than employee's current salary grade.
- **Demotion Voluntary:** Employee's new job classification is a lower salary grade than employee's current salary grade. The employee has voluntarily requested the demotion.
- **Demotion Involuntary:** Employee's new job classification is a lower salary grade than employee's current salary grade and the reason is due to disciplinary purposes.
- **Lateral Reclassification:** Employee's new job classification is in the same salary grade as employee's current salary grade and not within job series and salary is staying the same.
- **Reclassification with salary adjustment:** Employee's new job classification is not within the same salary plan as employee's current salary plan or Employee's new job classification is in the same salary grade as employee's current salary grade, not within job series and salary changes-

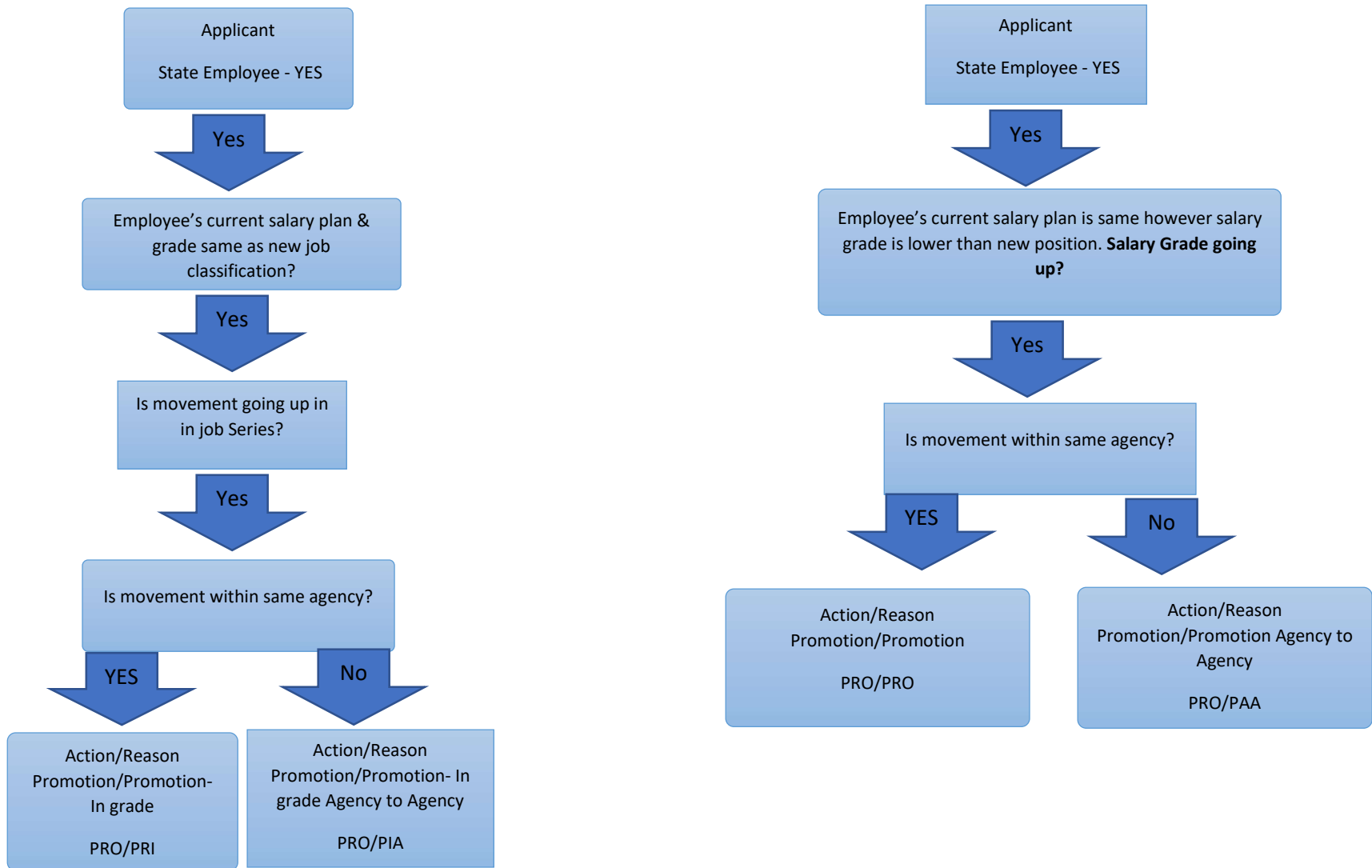
Notes:

Demotion/Demotion for Cause has changed to Demotion/Demotion Involuntary.

Job Reclassification/Voluntary Reduction in Rank is now under Demotion/Voluntary or Demotion/Voluntary In grade.

All above actions have reason codes for when employee moves to another state agency (Agency to Agency) except Demotion/Demotion Involuntary.

INGRADE PROMOTION & PROMOTION

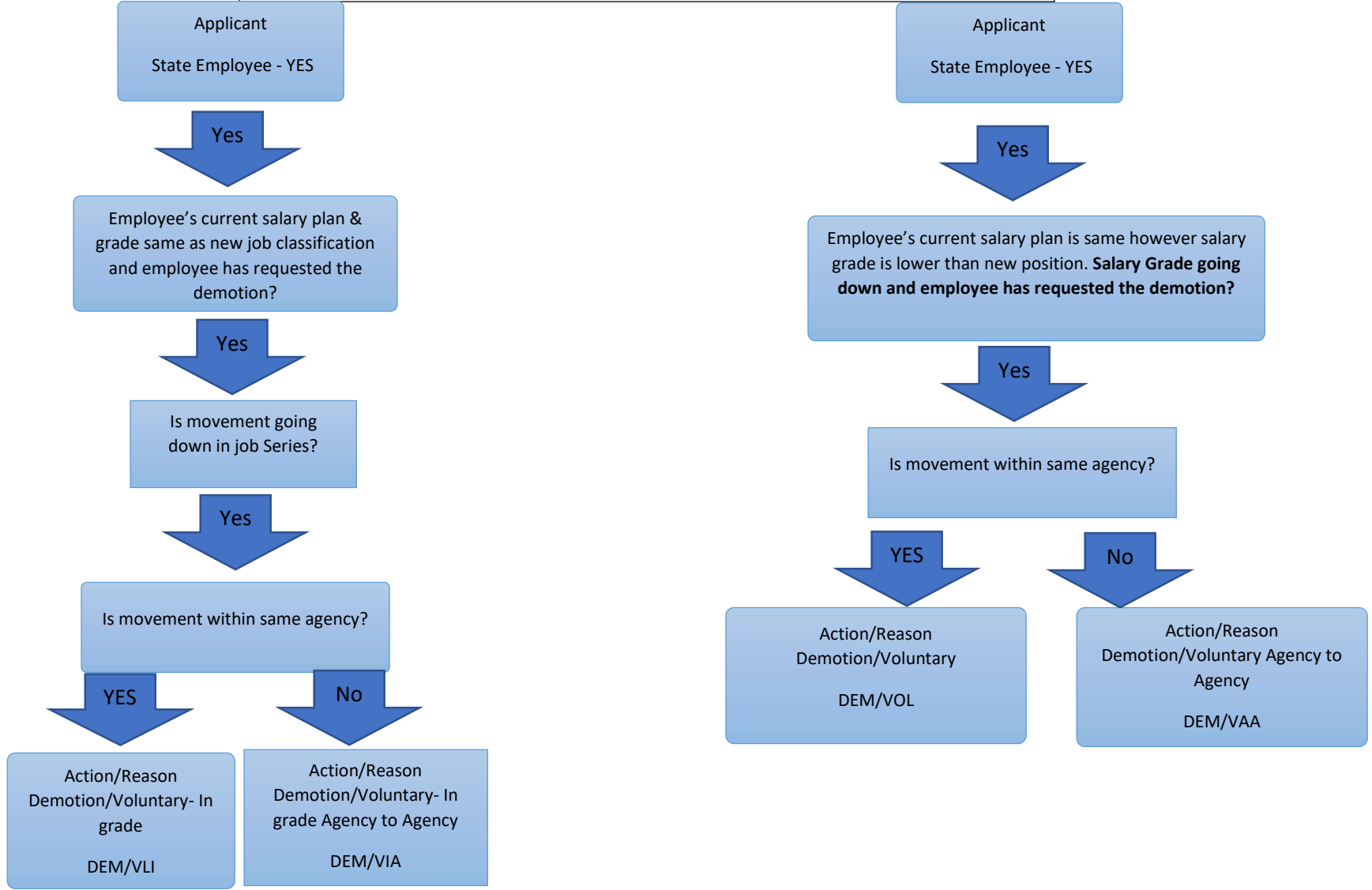


Definition: In grade Promotion: Employee's new job classification is in the same salary grade and job series as employee's current job classification.

Definition: Promotion/Promotion: Employee's new job classification is a higher salary grade than employee's current salary grade.

Note: You will still use PRO/FLEX for employee's flexing up to the higher class in a series even both classifications are within the same salary grade.

DEMOTION VOLUNTARY INGRADE & DEMOTION VOLUNTARY
Formerly Known as Job Reclassification/Voluntary Reduction in Rank or Job Reclassification Voluntary Reduction in Rank Agency/Agency

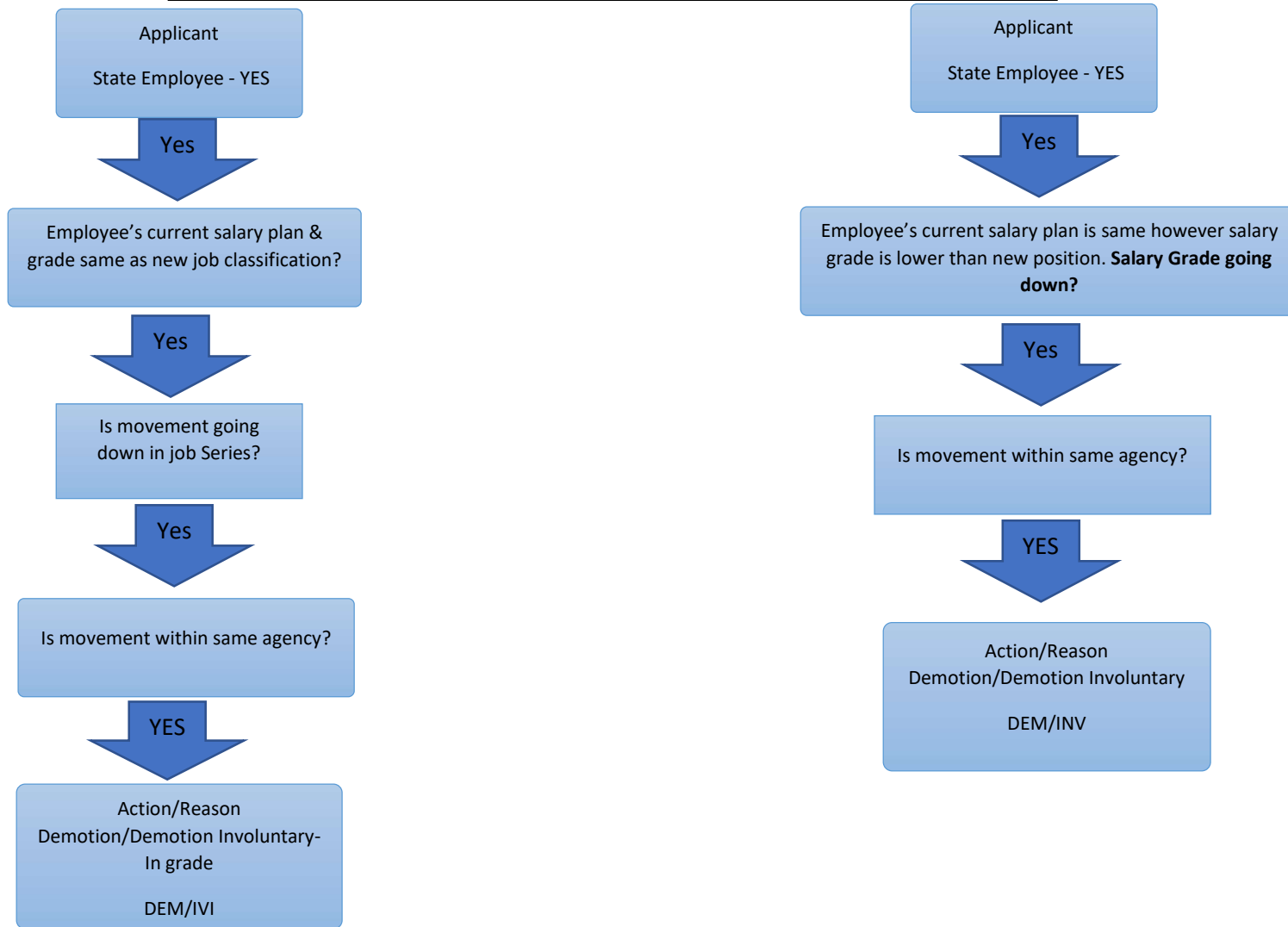


Definition Demotion Voluntary In grade: Employee's new job classification is in the same salary grade and job series as employee's current job classification. The employee has voluntarily requested the demotion.

Definition: Demotion Voluntary: Employee's new job classification is a lower salary grade than employee's current salary grade. The employee has voluntarily requested the demotion.

DEMOTION INVOLUNTARY INGRADE & DEMOTION INVOLUNTARY

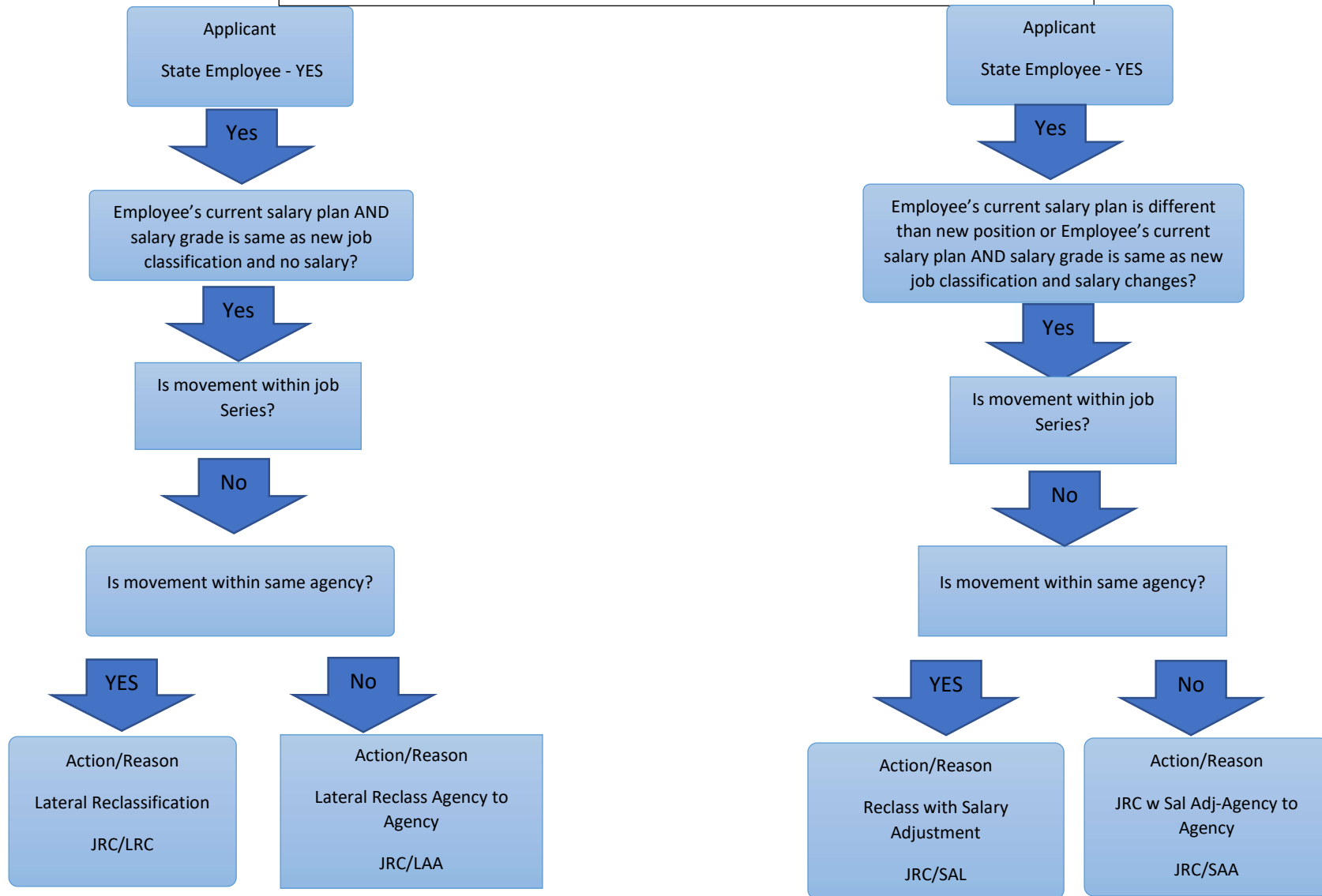
Use Only for Disciplinary Purposes



Definition: Demotion Involuntary In grade: Employee's new job classification is the same salary grade as employee's current salary grade, within same job series, and the reason is due to disciplinary purposes.

Definition: Demotion Involuntary: Employee's new job classification is a lower salary grade than employee's current salary grade and the reason is due to disciplinary purposes.

Job Reclassification/Lateral Reclassification or Reclass with Salary Adjustment



- Definition: Lateral Reclassification: Employee's new job classification is in the same salary grade as employee's current salary grade and not within job series and salary is staying the same.
- Definition: Reclassification with salary adjustment: Employee's new job classification is not within the same salary plan as employee's current salary plan or Employee's new job classification is in the same salary grade as employee's current salary grade, not within job series and salary changes.