

**ITEM NO. 1003-Q**

**Subject: Pay Increases for Promotions to or Promotions Within the Management Pay Plan (MP or MD)**

**Effective: March 17, 2006**

In most cases, an employee who is promoted to or promoted within the Management Pay Plan (MP or MD) shall receive a 5% increase over current salary up to the maximum rate of the salary range assigned to the higher managerial job class. If the 5% does not bring the employee's salary to the minimum of the salary range, the employee's salary must be brought to the minimum rate of the salary range.

This item covers:

- Employees who are promoted from a bargaining unit job class to a higher level management class
- Employees promoted from one management job class to a higher level management job class

In very rare instances, an agency may submit a request to the Department of Administrative Services (DAS) for a rate of pay of more than 5% (provided the calculated salary does not exceed the maximum position rate of the higher class). These situations are limited to appointments when the employee is uniquely qualified for the position and the position is deemed highly specialized or when the promotion of the employee would result in a significant reduction in his/her overall compensation.

**REQUIRED DOCUMENTATION FOR HIRING RATE REQUESTS**

Agencies must submit to DAS a formal written request for a promotional hiring rate. This request must include all of the following:

- The specific salary requested
- The candidate's current salary and historical compensation received for overtime, shift differential and any other compensation the employee is eligible to receive while serving in his/her current position
- The candidate's unique qualifications and special skills necessary for the assignment
- A detailed description of the agency's recruitment efforts and the results from those efforts

**ITEM NO. 1003-Q**

**Notes:** Agencies are advised to:

1. Keep in mind not all transactions involving the movement of a bargaining unit employee to a managerial job class are considered to be promotions.
2. Consult with DAS concerning salary calculations involving the movement of an unclassified employee with no prior permanent classified service to a classified managerial position.
3. Consult with DAS on promotions to or from job classes within the VR 99 salary plan.

*Pamela L. Libby* 3/27/06  
 \_\_\_\_\_ Date  
 Pamela L. Libby, Ph.D.  
 Director, Statewide HR Management  
 Department of Administrative Services

*Linda J. Yelmini* 3/27/06  
 \_\_\_\_\_ Date  
 Linda J. Yelmini, Commissioner  
 Department of Administrative Services

*Robert L. Genuario* 4/2/06  
 \_\_\_\_\_ Date  
 Robert L. Genuario, Secretary  
 Office of Policy and Management