



**ATTACHMENT C  
CHECKLIST FOR PAY PRACTICES  
(SECTION VI. AGENCY SALARY ADMINISTRATION PLAN  
GUIDELINES)**

<b>Pay Practice</b>	<b>Pay Guidelines</b>	<b>Authorization</b>
<b>Starting Pay</b> New employee Rehires	Negotiable from minimum of pay band up to 15% above current salary not to exceed pay band maximum (Exceptions higher than 15% may be granted as appropriate at agency discretion)	<input type="checkbox"/> Centralized (approved by HR) <input type="checkbox"/> Decentralized to management <input type="checkbox"/> Shared accountability <input type="checkbox"/> Other _____
<b>Promotion</b> Movement to a different Role in a higher pay band	Negotiable from minimum of new pay band up to 15% above current salary. (Salary may not be below the minimum of the new pay band.)	<input type="checkbox"/> Centralized (approved by HR) <input type="checkbox"/> Decentralized to management <input type="checkbox"/> Shared accountability <input type="checkbox"/> Other _____
<b>Voluntary Transfer – Competitive</b> Movement within same Role or to different Role in the same pay band	Negotiable from minimum of pay band up to 15% above current salary not to exceed pay band maximum	<input type="checkbox"/> Centralized (approved by HR) <input type="checkbox"/> Decentralized to management <input type="checkbox"/> Shared accountability <input type="checkbox"/> Other _____
<b>Voluntary Transfer – Non-Competitive</b> Movement within same Role or to different Role in the same pay band	Negotiable from minimum of pay band up to 10% above current salary not to exceed pay band maximum	<input type="checkbox"/> Centralized (approved by HR) <input type="checkbox"/> Decentralized to management <input type="checkbox"/> Shared accountability <input type="checkbox"/> Other _____
<b>Voluntary Demotion</b> Movement to a different Role in a lower pay band	Negotiable from minimum of pay band up to current salary not to exceed pay band maximum (Agency option to freeze salary above maximum for 6 months)	<input type="checkbox"/> Centralized (approved by HR) <input type="checkbox"/> Decentralized to management <input type="checkbox"/> Shared accountability <input type="checkbox"/> Other _____
<b>Temporary Pay</b> Assuming new duties and responsibilities on a temporary basis	For Higher Pay Band 0-15% above current salary not to exceed pay band maximum	<input type="checkbox"/> Centralized (approved by HR) <input type="checkbox"/> Decentralized to management <input type="checkbox"/> Shared accountability <input type="checkbox"/> Other _____
	For Same Pay Band 0-10% increase not to exceed pay band maximum	
<b>Role Change</b> (Formerly Reallocation)	Upward: 0-10% increase or to minimum of higher pay band	<input type="checkbox"/> Centralized (approved by HR) <input type="checkbox"/> Decentralized to management <input type="checkbox"/> Shared accountability <input type="checkbox"/> Other _____
	Downward: No change in salary unless above maximum of the lower pay band, reduce after six months	
	Lateral: 0-10% increase not to exceed pay band maximum	
<b>In-Band Adjustment</b> – Change in duties – Application of new KSA's, competencies – Retention – Internal alignment	0-10% increase not to exceed pay band maximum, maximum 10% per fiscal year for In-Band Adjustments (to include any increase for Lateral Role Change)	<input type="checkbox"/> Centralized (approved by HR) <input type="checkbox"/> Decentralized to management <input type="checkbox"/> Shared accountability <input type="checkbox"/> Other _____
<b>Disciplinary or Performance-related Salary Action</b>	Minimum 5% decrease or to lower pay band	<input type="checkbox"/> Centralized (approved by HR) <input type="checkbox"/> Decentralized to management <input type="checkbox"/> Shared accountability <input type="checkbox"/> Other _____
<b>Competitive Salary Offer</b>	Match outside offer not to exceed maximum of pay band	<input type="checkbox"/> Centralized (approved by HR) <input type="checkbox"/> Decentralized to management <input type="checkbox"/> Shared accountability <input type="checkbox"/> Other _____