

CALCULATING CLASSIFIED EMPLOYEE PAY - Pay Changes

Employee: _____ Date: _____

Enter pay from left, round decimal places normally (down from 4 and up from 5)

MERIT INCREASES
Current Rate: _____/hourly x 1.04 = _____/hour ROUND NORMALLY (Enter on the right).
Is this pay above the maximum for the job? <input type="checkbox"/> YES, enter maximum rate on the right. <input type="checkbox"/> NO, skip to the Calculation of Monthly and Annual Rates section.

PROMOTION/REALLOCATION SAME SCHEDULE (INCLUDES TRANSFER IN)
1 Grade/Level = 1.07 x Current Hourly Rate = 1.07 x _____/hr. = _____/hr. Round Normally = _____/hr.
2 Grades/Levels = 1.105 x Current Hourly Rate = 1.105 x _____/hr. = _____/hr. Round Normally = _____/hr.
3 Grades/Levels = 1.14 x Current Hourly Rate = 1.14 x _____/hr. = _____/hr. Round Normally = _____/hr.

PROMOTION/REALLOCATION FROM ONE SCHEDULE TO ANOTHER (INCLUDES TRANSFER IN)
Title/Pay Grade/Max: Old _____ / _____ Max _____ New _____ / _____ Max _____ (New Minimum of Grade or Level / Minimum of Current Grade or Level) <i>minus</i> 1 then:
If < 14% then 1.07 x Current Hourly Rate = 1.07 x _____/hr. = _____/hr. Round Normally = _____/hr.
If = 14% but < 21% then 1.105 x Current Hourly Rate = 1.105 x _____/hr. = _____/hr. Round Normally = _____/hr.
If > 21% then 1.14 x Current Hourly Rate = 1.14 x _____/hr. = _____/hr. Round Normally = _____/hr.
Is employee being promoted to this position <i>directly</i> from a detail to this position (i.e., no break)? <input type="checkbox"/> YES, then enter detail pay on the right and skip to Calculation of Monthly and Annual Rates section. <input type="checkbox"/> NO, go to the next question.
Is the pay below the minimum for the job? <input type="checkbox"/> YES, enter minimum rate on the right and go to Calculation of Monthly and Annual section below. <input type="checkbox"/> NO, go to next question.
Is the pay above the maximum for the job? <input type="checkbox"/> YES, enter maximum rate on the right and go to Calculation of Monthly and Annual section below. <input type="checkbox"/> NO, go to calculation section.

DEMOTION (INCLUDES TRANSFER IN) NOTE: Agency may request offsetting 6.16. Pay increase from Commission.
Old Title _____ New Title _____
Old rate divided by 1.07 = _____/hr. ROUND NORMALLY = _____/hr. Enter on the right.
Is the pay below the minimum for the job? <input type="checkbox"/> YES, enter minimum rate on the right and go to Calculation of Monthly and Annual section below. <input type="checkbox"/> NO, go to next question.
Is the pay above the maximum for the job? <input type="checkbox"/> YES, enter maximum rate on the right and go to Calculation of Monthly and Annual section below. <input type="checkbox"/> NO, go to next question.

CALCULATION OF MONTHLY AND ANNUAL RATES		
<u>Monthly Rate</u>	<u>Annual Rate w/o Overtime</u>	<u>Annual Rate with Overtime</u>
Hourly Rate _____	Hourly Rate _____	Hourly Rate _____
x 2080 = _____	x 2088 = _____	52.2 x [40 + (OT/WK * 1.5)] = _____
= _____	= _____	= _____
Round Normally = _____	Round Normally _____	Round Normally _____

CALCULATING CLASSIFIED EMPLOYEE PAY - Pay Upon Employment

Employee: _____ Date: _____

Enter pay from left, round decimal places normally (down from 4 and up from 5)

PROBATIONAL, PPROVISIONAL, JOB APPOINTMENT, REEMPLOYMENT	
Job Title: _____	
Pay Level: _____ Enter Entrance Rate at Right: _____	
Check to see if employee or position is eligible for SER or Rule 6.5(g). Enter at Right.	
Is there reemployment pay eligibility? <input type="checkbox"/> NO, skip to last section. <input type="checkbox"/> YES, go to next question.	
Did employee have permanent status in the old job? <input type="checkbox"/> NO, skip to last section. <input type="checkbox"/> YES, go to next question.	
Was employee dismissed from old job? <input type="checkbox"/> NO, skip to last section. <input type="checkbox"/> YES, go to next question.	
Is reemployment pay below the minimum for the job? <input type="checkbox"/> NO, skip to next question <input type="checkbox"/> YES, enter minimum rate; skip to last section.	
Is the pay below the maximum for the job? <input type="checkbox"/> YES, enter maximum rate; skip to last section <input type="checkbox"/> NO, go to next question.	
<i>NOTE: Use of reemployment pay eligibility is at agency discretion!</i>	
EXCEPTION <i>If the employee is coming directly from restricted or job appointment, consult the pay rules to determine pay eligibility.</i>	

RESTRICTED APPOINTMENTS	
Job Title _____	
Pay Level _____; Minimum Rate: _____; Mid Point Rate _____	
Enter requested rate at right.	
Is the requested the minimum for the job? <input type="checkbox"/> YES, enter minimum rate on the right. <input type="checkbox"/> NO, go to next question.	
Is the pay above the maximum for the job? <input type="checkbox"/> YES, enter maximum rate on the right. <input type="checkbox"/> NO, go to next question.	
<i>NOTE: If requested rate is above the range midpoint, justification is required.</i>	

CALCULATION OF MONTHLY AND ANNUAL RATES (Full time)		
<u>Monthly Rate</u>	<u>Annual Rate w/o Overtime</u>	<u>Annual Rate with Overtime</u>
Hourly Rate _____	Hourly Rate _____	Hourly Rate _____
x 2080 = _____	x 2088 = _____	52.2 x [40 + (OT/WK * 1.5)] = _____
Divided by 12 = _____	Round Normally = _____	Round Normally = _____

CALCULATION OF MONTHLY AND ANNUAL RATES (Part time)	
<u>Monthly Rate</u>	<u>Annual Rate</u>
Hourly Rate _____	Hourly Rate _____
SSW x 52 x Hourly Rate = _____	SWW x 52.2 x Hourly Rate = _____
Divided by 12 = _____	Round Normally = _____
Round Normally = _____	Round Normally = _____