All salary actions involving classified pay practices require documentation using the pay action worksheet (PAW) in eJobs, except for Recognition Awards (see below).

- Pay practice actions, particularly In-Band Adjustments, may not be retroactive.
- Managers should not discuss proposed salary with applicant or employee prior to consultation with VCU Human Resources.
- Salaries may not be below the minimum or above the maximum of the new pay band.
- HR Consultants provide consultation and technical guidance throughout each of the processes.
- Decentralized actions are periodically post-audited by HR.
- NOTE: *Role title/code = Position Class title/code in Banner.

**Pay Practice** | **Pay Guidelines** | **Process**
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Starting Pay | 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. | • 0-15% management decision <br> • Vice President or designee approval <br> • HR review/consultation prior to decentralized action
Promotion | Negotiable from minimum of new pay band up to 15% above current salary. Increases above 15% are only allowed to move to the minimum of the pay band or hiring range. | • 0-15% management decision <br> • Vice President or designee approval <br> • HR review/consultation prior to decentralized action
Voluntary Transfer – Competitive | Negotiable from minimum of pay band up to 15% above current salary not to exceed pay band maximum; increases above 15% allowed only to move to the minimum of the hiring range. | • 0-15% management decision <br> • Vice President or designee approval <br> • HR review/consultation prior to decentralized action
Voluntary Transfer – Non-Competitive | No increase in pay. | • Justification of why non-competitive <br> • Vice President or designee approval <br> • Approved by HR
Voluntary Demotion | Negotiable from minimum of pay band up to current salary not to exceed pay band maximum (option to freeze salary above maximum for 6 months). | • Vice President or designee approval <br> • Approved by HR
Temporary Pay | For Higher Pay Band: 0-15% above current salary not to exceed pay band maximum. For Same Pay Band: 0-10% increase not to exceed pay band maximum. | • Vice President or designee approval <br> • Approved by HR
Role* Change | Upward: 0-10% increase or to minimum of higher pay band. 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 (to include any increase for In-Band Adjustment that has occurred during the fiscal year). | • HR review/consultation <br> • Vice President or designee approval <br> • Decentralized (Role* Change in Pay Bands 1-3) <br> • Approved by HR (Role* Change in Pay Bands 4 and above) <br> • Effective on the 10th of the month if received by HR by the first of that month
In-Band Adjustment | 0-10% increase (or 0-10% lump sum payment based on current salary*) not to exceed pay band maximum. Maximum 10% per fiscal year for In-Band Adjustments and lump sum payments (to include any increase for Lateral Role* Change). No In-Band lump sum allowed for employees at the top of the pay band. *Where there are current budget constraints, In-Band lump sum payment allows for transition when time is needed to develop funding to support a base pay increase. | • Vice President or designee approval <br> • Approved by HR <br> • Effective on the 10th of the month if received by HR by the first of that month
Disciplinary or Performance-Related Salary Action | Minimum 5% decrease or to lower pay band. | • Guidance from VCU Employee Relations prior to submission of request <br> • Vice President or designee approval <br> • Approved by HR
Competitive Salary Offer | Outside offer match not to exceed maximum of pay band. | • Vice President or designee approval <br> • Approved by HR
Recognition Award | Total recognition awards of all types cannot exceed $2,000 per fiscal year and/or 5 days leave per calendar year | • Submit on Classified Recognition Award Action Form <br> • Dean/Department Head approval <br> • Effective on the 10th of the month if received by HR by the first of that month

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**Displayed Image**: Classified Pay Practices

**Effective Date**: Revised (logo) October 22, 2015 <br> Last Revised December 17, 2012

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### Pay Practice Breakdown

- **Starting Pay**
  - New state employee
  - Rehires

- **Promotion**
  - Movement to a different Role* in a higher pay band

- **Voluntary Transfer – Competitive**
  - Movement within same Role* or to different Role* in the same pay band

- **Voluntary Transfer – Non-Competitive**
  - Movement within same Role* or to different Role* in the same pay band

- **Voluntary Demotion**
  - Movement to a different Role* in a lower pay band

- **Temporary Pay**
  - Assuming new duties and responsibilities on a temporary basis; expires in 6 months, unless extended.

- **Role* Change**
  - Upward: 0-10% increase or to minimum of higher pay band. 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 (to include any increase for In-Band Adjustment that has occurred during the fiscal year).

- **In-Band Adjustment**
  - Change in duties
  - Application of new KSAs, competencies
  - Retention
  - Internal alignment

- **Disciplinary or Performance-Related Salary Action**

- **Competitive Salary Offer**

- **Recognition Award**
  - Total recognition awards of all types cannot exceed $2,000 per fiscal year and/or 5 days leave per calendar year

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**Guidance from VCU Employee Relations prior to submission of request**

**HR review/consultation**

**Vice President or designee approval**

**Approved by HR**

**Effective on the 10th of the month if received by HR by the first of that month**

**Submit on Classified Recognition Award Action Form**

**Dean/Department Head approval**

**Effective on the 10th of the month if received by HR by the first of that month**

**Submit on Classified Recognition Award Action Form**

**Vice President or designee approval**

**Approved by HR**

**Effective on the 10th of the month if received by HR by the first of that month**