

<b>Question</b>	<b>Answer</b>
1. Are employees in career-banded classes eligible for shift premium pay since that provision is no longer in the CB Salary Administration Policy?	Yes, CB employees are eligible for Shift Premium as allowed through the Shift Premium Pay Policy in the State Personnel Manual. The SP provision in the CB Salary Administration Policy addressed eligibility for CB employees through a salary grade equivalency. However that was deleted following a revision in the Shift Premium Pay Policy which no longer correlates grades to SP eligibility.
2. Is it necessary for an A/U to repost positions that have been advertised with the old IT rates in order to be able to use the new rates to fill the positions?	No. A/U may hire based on new rates without reposting. This parallels graded system when a range revision occurs and a position has been posted at the old grade/range. It is recommended that prior to using new rates in postings, the A/U review internal pay alignment.
3. Can a probationary employee receive a salary adjustment?	An employee should not receive a salary adjustment based on competencies while in probationary status.
4. If a position is advertised at Journey, and an applicant who clearly has Advanced competencies is selected, can the applicant be hired and paid at Advanced level?	Applicant should not be hired at a competency level or salary greater than that determined at time of posting to be appropriate based on the organizational needs. Any reassessment of organizational needs by management would not be recommended prior to completion of probationary period.
5. Can an employee get a salary increase with transfer into another position with the same classification and competency level? (within the same or to another a/u)	If it can be determined that the employee will be demonstrating additional/greater competencies, and a salary adjustment is supported by all pay factors, it may be possible. (Example: Leaving a Journey role where employee demonstrated 5 competencies at Journey, and moving into a Journey role where employee will be demonstrating 5 Journey competencies and 1 Adv level competency that was not applicable in the 'old' role. Consider current salary and proximity to market rate, and salaries of other employees with same competencies.)

6. How long should competency assessment documentation be maintained in the personnel file?	Employee Competency Assessment forms should be retained for a minimum period of three years, or longer if the frequency of assessments within an agency/university is three years or greater. If an a/u assessment cycle is three years or greater, the current form and the form prior to the current must be retained.
7. Can a promotional balance from an action that occurred prior to career-banding be granted after the employee is transferred into a banded class?	No
8. When is an acting promotion applicable in career-banding?	Acting promotion is applicable if employee temporarily assumes the role of a position with a higher JMR (may or may not transfer into the position) and Pay Factors support an adjustment. If an employee temporarily assumes the role of a position in the same class with a higher competency level, any adjustment would be applicable as CP-Comp/Skill. (Note: Pending policy revision may allow this to be acting promotion.). If an employee temporarily assumes the role of a position in the same class with the same competency level, an adjustment would not be applicable unless it is determined that the roles vary and the employee will demonstrate additional/greater competencies.
9. How is salary established with reinstatement?	Apply Pay Factors. If other employees are paid less or more than appropriate banded salary or if competency assessments have not occurred for other employees, this should be considered in applying "Internal Pay Alignment".