

Promotion, Transfer, and Demotion Guidelines For Current Support Staff Employees

If the selected candidate for an open Support Staff position is internal, their current pay grade and salary must be reviewed before the offer is extended.

- If the Support Staff employee is being offered a promotion (increase in pay grade) the candidate will receive a 10% pay increase or receive the minimum of the new pay grade, which ever is greater.
- If the candidate is being offered a lateral transfer (staying in the same pay grade), there is no change in salary.
- If the candidate is being offered a position at a lower pay grade, the candidate will be offered a 10% pay decrease or the minimum of the new pay grade, which ever results in the higher salary.

Any questions regarding these guidelines should be directed to the HR Recruiter or the Compensation Staff.