

Summary of Changes for Post-Hire Compensation Adjustments for APT Employees

Type of Action	Previous AP 9.210	Revised	Justification
1. <u>Voluntary Demotion</u> (Band C employee applies for and accepts Band B position)	<ul style="list-style-type: none"> · Salary reduction of at least 2 steps (4%) 	<ul style="list-style-type: none"> · No salary reduction required · May request and justify any salary on step 	<ul style="list-style-type: none"> · Flexibility in offering a salary based on credentials and new work assignments (new band B position may be strong and/or current band C position may be weak)
2. <u>Change in Band Downwards of Filled Position</u> (eg from Band C to Band B) (formerly reband)	<ul style="list-style-type: none"> · Retain current salary · Normally a result of a reorganization 	<ul style="list-style-type: none"> · May request and justify any salary on step · No misconduct or performance issues · No reorganization 	<ul style="list-style-type: none"> · Flexibility in offering a salary based on credentials and new work assignments (new band B position may be strong and/or current band C position may be weak)
3. <u>In-Band Adjustment</u> (IBA) (formerly In-Grade Adjustment, IGA)	<ul style="list-style-type: none"> · Two types of IGA: Job Growth and Increased Competencies · Offer 1-step and 2-steps for IGA. IGA for job growth requires PD update with 5 duties related to redescription factors 	<ul style="list-style-type: none"> · Offer 2-steps IBA only. PD update optional – requires 3 Redescription factors 	<ul style="list-style-type: none"> · 1-step IGA (7% of requests) vs 2 step IGA (93% of requests) · Recognize significant changes, combine job growth and increased competencies
4. <u>Change-in-Band</u> (formerly Reband)	<ul style="list-style-type: none"> · Requires PD update with 5 new duties related to redescription factors 	<ul style="list-style-type: none"> · Requires a PD update with 3 new duties related to redescription factors (Responsibility and Accountability, Critical Thinking and Problem Solving, Decision Making) 	<ul style="list-style-type: none"> · Recognize that significant changes in scope and responsibility may not require 5 new additional duties spread over 5 redescription factors, combine job growth and increased competencies

Summary of Changes for Post-Hire Compensation Adjustments for APT Employees

<p>4. <u>Equity</u></p>	<ul style="list-style-type: none"> · Program requests and campus HR conducts study (CC System HR conducts study for community colleges) 	<ul style="list-style-type: none"> · Program requests and OHR conducts study 	<ul style="list-style-type: none"> · Use systemwide salary data, help ensure consistency
<p>5. <u>Retention</u></p>	<ul style="list-style-type: none"> · External job offers only 	<ul style="list-style-type: none"> · External and internal job offers 	<ul style="list-style-type: none"> · Job offers may be within same campus · Approving authority may be the same for retention and initial hiring salary
<p>6. <u>Temporary Salary Adjustments</u></p>	<ul style="list-style-type: none"> · Temporary IGA · Temporary Reband · Temporary Assignment (Unit 8 CBA Article 18) 	<ul style="list-style-type: none"> · Temp IBA: 1) not perform duties of another position; and 2) temporarily perform significantly more complex duties characteristic of own band (4%) · Temp Change-in-Band: 1) temporarily assume duties characteristic of a higher band (8%); or 2) temporarily perform all duties of another position in a higher band (8%) · Temp Assignment: 1) perform majority of duties of another position in a higher band (6% or 10%), or 2) perform significantly more complex duties within own band (2% or 4%) 	<ul style="list-style-type: none"> · Allow for temporary compensation adjustments reflective of employee's work assignments related to the work itself, not strictly predicated on a vacant or absent position