

CMAGE/CWA PAY PLAN GUIDELINES

Effective December 5, 2004

New Hire

A new hire is a new employee to the City of Columbus, or an employee moving into the CMAGE/CWA pay plan from another City pay plan. Departments have the authority to hire an employee in the first quartile of the pay range (pay range minimum to the beginning of the 2nd quartile, or ¼ of the way through the range). Based on approval from the Department of Human Resources, the hiring range may be expanded to the 2nd quartile of the range (the second quarter of the (100% of market is equal to pay range midpoint)).

Promotion

A promotion is a change to a different classification in a higher pay grade (a higher minimum, midpoint, and maximum). A promotion increase is a 5-10% increase. The Department has the discretion to determine the increase within the 5-10% range. In no case should the promoted employee's new pay rate be below the minimum of the higher pay range, nor should the employee's new pay rate exceed the maximum of the higher pay range.

Demotion (voluntary)

A demotion is a change to a different classification in a lower pay grade (a lower minimum, midpoint, and maximum). A demotion results in a pay decrease of 5-10%. The Department has the discretion to determine the decrease within the 5-10% range. In no case should the employee's new pay rate be below the minimum of the lower pay range, nor should the employee's new pay rate exceed the maximum of the lower pay grade.

Demotion (involuntary)

Civil Service Rule XIII(A) gives an Appointing Authority the ability to discharge, reduce in pay or position, suspend or reprimand an employee for a variety of causes. A demotion results in a pay decrease of 5-10%. The Department has the discretion to determine the decrease within the 5-10% range. In no case should the employee's new pay rate be below the minimum of the lower pay range, nor should the employee's new pay rate exceed the maximum of the lower pay grade.

Transfer

A transfer is a voluntary move to another position in the same classification or to a lateral (different) classification in the same pay grade. Both jobs have been determined to be of comparable value which is why they are assigned to the same pay grade. There is no change to pay.

Pay Structure Movement

The pay structure will be reviewed at the time of the percentage base increase to determine whether or not it needs to be adjusted to maintain market competitiveness. The driver in this determination is the amount of the percentage base increase. The pay structure will typically not move by as large a percentage as the base increase. This determination will be made by the Compensation Manager, and will be based on reviewing relevant information. The determination will be communicated in writing to the CMAGE/CWA.