

LCCS POLICY 468 NBU to BU Transfers

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See new Policy #:	

Scope:	All NBU staff applying for BU positions
Responsibility:	Human Resources Department
Purpose:	To ensure the consistent and equitable calculation of pay rates when a NBU staff member receives a lateral move, a promotion or a demotion to a BU position.
Legal Cite:	O.R.C. § 5153.11; O.A.C. 123:1-47-01

POLICY STATEMENT

LCCS will utilize consistent and equitable procedures for the calculation of pay rates when a NBU staff member moves to a BU position.

PROCEDURE

When a NBU staff member **voluntarily moves** to a BU position (**promotion, demotion, or lateral transfer**), the Executive Director shall consider the education, experience, and Agency tenure of the NBU staff member in relation to BU staff performing similar duties or in the same pay range and shall authorize the starting pay rate to be offered. **The starting pay rate may not exceed the maximum pay rate/step established for the position.**

The date of the transfer into the bargaining unit becomes the employee's anniversary date for future step increases.

To determine the type of move under consideration (i.e. lateral, promotion, demotion), compare the minimum hourly rate of current NBU position to Step 1 rate of the BU pay grade the staff member is applying for:

- If the rates are exactly the same, the move would be a "lateral" change, and no probationary period would be served unless established by collective bargaining.
- If the Step 1 rate is higher, the move would be a "promotion" and the probationary period established for the position would be served.

- If the Step 1 rate is lower, the move would be considered a "demotion" and no probationary period would be served unless established by collective bargaining.

CASE PRACTICE GUIDES

OAC 123:1-47-01

- "Lateral classification change" - Means the movement of an employee, with the employee's consent, from one classification to another classification that is assigned to the same pay range or to a pay range in which the step one rate is the same as the step one rate as the classification from which the employee moves.
- "Promotion" - Means the movement of an employee from one position to a vacant position which is assigned to a different classification and a higher pay range, or higher salary where pay ranges do not exist. For the purposes of this definition, a higher pay range is determined by comparing the step one rates of the relevant pay ranges.
- "Demotion" - Means the movement of an employee at the request of the appointing authority or the employee, from one position to a vacant position which is assigned to a different classification and a lower pay range, or lower salary where pay ranges do not exist. For the purposes of this definition, a lower pay range is determined by comparing the step one rates of the relevant positions.
- "Probationary period" - Means a period of time at the beginning of an original appointment or immediately following a promotion, which constitutes a trial or testing period for the employee, during which he or she may be terminated (in case of original appointment) or reduced (in case of promotion). Applies to certified and provisional appointments, not to unclassified.

RELATED POLICIES and FORMS