



Southeastern Louisiana University

Employee Pay Policies

*Classified Employee Handbook
Part V. Rights and Privileges Pertaining to Classified Employees
Section A. Employee Pay Policies*

SALARY ADMINISTRATION

A classified employee's salary is based on the pay grade assigned to the Civil Service classification to which he/she is assigned. Each position is allocated based on job duties. Pay grades are assigned to each classified position and include a minimum and a maximum salary. The Louisiana Legislature appropriates funds for special raises, which the Governor must sign into effect.

There are six pay grids in the Civil Service system. They include the following:

- AS – Administrative
- MS – Medical
- PS – Protective Services
- SS – Social Services
- TS – Scientific and Technical
- WS – Technicians and Skilled Trades

The minimums and maximums of each pay grade are set by the Department of Civil Service. For more information on these pay grades, go to the Civil Service web site located at:

<http://www.dscs.state.la.us/>

REGULAR PAY PROCEDURES

Classified employees are paid bi-weekly over 26 pay periods per year. Checks are normally distributed on alternating Fridays. For new employees, it is important to remember that due to a one-week lag, they probably will not receive their first check until they have worked about three weeks. At that time, they will receive a check for the first pay period they worked. If a scheduled payday falls on a holiday, employees are usually paid on the day preceding the holiday.

All required deductions such as federal and state taxes, retirement or social security contributions, and Medicare taxes will be automatically deducted from the employee's paycheck. Employees must sign payroll deduction forms to have voluntary deductions made from their checks. Voluntary deductions include: health insurance, life insurance, dental insurance, vision insurance, credit unions, cancer policies, United Way, Union dues, annuities, etc.

Employees should review their paychecks for errors. If a mistake is found, it should be immediately reported to the supervisor, who in turn needs to report the error to the Payroll Office. If the employee still has the check, the Payroll Office may be able to void and reissue the check. If the check has been cashed, the employee may have to wait until the next pay period for the next check to be adjusted accordingly.

In the event a paycheck is lost or stolen, notify the Payroll Office immediately; they will attempt to put a stop payment on the check. If the Payroll Office is able to stop payment, a new check will be issued. However, the University does not take responsibility for lost or stolen paychecks. If the University is unable to stop payment, the employee will be responsible for the loss.

RESTRICTED APPOINTMENT PAY PROCEDURES

Revised: December 1, 2003

Restricted Appointment means a temporary appointment or combination of temporary appointments not to exceed a cumulative total of six months in a calendar year for a person. Restricted appointments are used for work of a temporary nature, to substitute for an employee on leave, to fill a position temporarily pending filling the position in a regular manner or to address an emergency or work overload situation. A good "rule of thumb" is if an appointee has served six months on a restricted appointment, he/she should not be hired again on such an appointment for six months.

The pay for a person hired on a restricted appointment will normally be set at the minimum of the pay range. With special justification (education, experience, etc.) the pay may be set at any rate in the range. The pay for a rehired retiree or a person with re-employment eligibility is usually set at the same hourly rate that they last held permanent status. Employees on a restricted appointment are only paid for the hours worked, including overtime if applicable. They cannot earn or use leave and do not get paid for holidays.

OVERTIME PAY PROCEDURES

Authority to Require Performance of Overtime

Civil Service Rule 21.1 states that an employee in the classified service may be required by his/her supervisor to work overtime as needed.

Determination of Exempt/Non-Exempt Status of Positions

The university will determine the exempt or non-exempt status of all positions in accordance of the Fair Labor Standards Act (FLSA).

Authority for Compensation

All non-exempt employees shall be compensated in accordance with FLSA for overtime conditions that are covered by the FLSA, and shall be compensated in accordance with Civil Service rules for State Overtime. All exempt employees shall be compensated in accordance with Civil Service rules for State Overtime.

Methods of Compensation

Overtime compensation may be granted in the form of cash payment or compensatory leave earned; cash shall be paid when required under the FLSA or by Civil Service Rules. Employees employed on an intermittent schedule shall not earn compensatory leave, but shall be paid cash.

Basis for the Calculation of Hourly Rate of Pay for Overtime

The hourly rate of pay for State Overtime earned at the hour-for-hour rate shall be calculated using the employee's base pay. The hourly rate of pay for State Overtime earned at the time and one-half rate may be calculated in accordance with the FLSA or in accordance with subsection (a) of this rule. The hourly rate of pay for all FLSA overtime shall be calculated in accordance with the FLSA.

Compensatory Leave – Crediting and Usage

The employee with the approval of the supervisor/budget unit head may use compensatory leave earned. An employee who has been credited with compensatory leave may be required to take all or part of such leave at any time. The minimum charge for compensatory leave shall be one-quarter hour.

Definition of State Overtime

When an employee is not eligible for overtime under the provisions of the FLSA, State Overtime shall be granted as follows:

1. For purposes of calculating hours worked for State Overtime, a day off from work due to paid leave taken or a holiday observed is considered to be a day worked.
2. State Overtime is work performed by an employee at the direction of the appointing authority or his designee:
 - In excess of the employee's regularly scheduled workday.
 - In excess of the employee's regularly scheduled work period.
 - On a holiday, including designated holidays.
 - During official closures.

Compensation Rate For Non-Exempt Employees

1. All FLSA overtime shall be compensated at the time and one-half rate.
2. State Overtime shall be compensated at the straight (hour for hour) rate, unless an exception has been granted by the Commission, or unless the time and one-half rate is allowed under subsection (c) and (d) of this rule.
3. State Overtime performed during official closures due to emergency situations may be compensated at the time and one-half rate.
4. State Overtime performed on a holiday may be compensated at the time and one-half rate.

Compensation Rate for Exempt Employees

Exempt employees shall be compensated with one of the following options:

1. No overtime compensation
2. Compensation at the straight (hour for hour) rate
3. Overtime performed during official closures due to emergency situations may be compensated at the time and one-half rate.
4. Compensation at the time and one-half rate may be granted to exempt employees upon Commission approval.

Caps and Required Payment for Overtime Earned at the Time and One-Half Rate

1. Employees who accrue compensatory leave at the time and one-half rate shall accumulate no more of such compensatory leave than allowed under the Fair Labor Standards Act. The cap is 240 hours for regular employees and 480 hours for law enforcement.
2. Once the maximum balance of compensatory leave earned at the time and one-half rate is reached, any additional overtime worked in excess of the employee's established FLSA work period must be paid to the a non-exempt employee in cash at the time and one-half rate.

Caps, Required Payment, and Cancellation of Overtime Earned at the Hour-For-Hour Rate

1. Compensatory Leave earned hour-for-hour may be accrued in excess of 360 hours, but not more than 360 hours shall be carried forward from one calendar year to the next, unless an exception is granted by the Civil Service Commission to maintain essential services necessary to preserve the life, health, or welfare of the public.
2. For non-exempt employees whose hour-for-hour compensatory leave balance exceeds the cap required or granted by exception, payment shall be made within 90 days after January 1 of each year for the excess compensatory leave.
3. For exempt employees whose hour-for-hour compensatory leave balance exceeds the cap required or granted by exception, payment may be made within 90 days after January 1 of each year for the excess compensatory leave. Any excess leave not paid, shall be cancelled.

Payment or Cancellation of Compensatory Leave Upon Separation or Transfer to Another State Agency

1. Time and One-Half Compensatory Leave
Upon separation or transfer from a department, all compensatory leave earned at the time and one-half rate and credited to an employee shall be paid in accordance with the FLSA.
2. Hour-for-Hour Compensatory Leave
 - All unused compensatory leave earned hour for hour by exempt employees may be paid upon separation or transfer from the university at the final regular rate of pay received by the employee.
 - All unused compensatory leave earned hour for hour by exempt employees, if not paid to the employee upon separation or transfer, shall be cancelled upon separation or transfer from the University. Such leave shall not be re-credited to the employee upon reemployment by the University or any other agency.
 - Upon separation or transfer, unused compensatory leave earned hour for hour by non-exempt employees shall be paid in accordance with the following schedule, at the final regular rate received by the employee. All additional unused leave may be paid or cancelled and shall not be re-credited to him upon reemployment by the University or any other state agency.
 - 450 hours must be paid after January 1, 2004
 - All hours must be paid after January 1, 2005

The Civil Service Commission may grant exceptions to the overtime rules.

OPTIONAL PAY ADJUSTMENTS POLICY

Effective Date: June 4, 2003 - Revised April 15, 2004

Authority:

Under the authority of Civil Service Rule 6.16, the President of the Southeastern or his/her designee (Delegated Appointing Authority) may grant base pay or lump sum adjustments to permanent classified employees in the following circumstances:

1. To Retain an Essential Employee
When the loss of an essential employee would be detrimental to the University, the President or his/her designee (Delegated Appointing Authority) may grant the employee a base pay increase of up to 10% of the employee's annual salary in order to match a written and verified salary offer from a private employer. Employees who are at range maximum may receive a one-time lump sum payment of up to 10% of the employee's annual salary. Employees who are leaving Southeastern to accept another state classified position are not eligible.

2. **To Recruit into a Difficult Position to Fill**
When it is necessary to recruit a classified permanent state employee into a job that is difficult to recruit for, the President or his/her designee (Delegated Appointing Authority) may grant a base pay increase of up to 10% of the base pay. This increase may be granted in addition to any other compensation granted under Civil Service Rule 6.7. Employees at range maximum may receive a one-time lump sum payment of up to 10% of the base pay.
3. **To Adjust Pay Differentials Between Comparable Employees**
The President or his/her designee (Delegated Appointing Authority) may grant a base pay increase of up to 10% to an employee(s) whose pay is affected by an increase given to other employees in either the same job series or supervisory chain. Such increases will be limited to those cases where a junior employee's pay rate surpasses the pay rate of senior employees. Consideration will only be given in those instances where the implementation of either Civil Service Rule 6.5(b) or 6.5(g) caused the pay discrepancy. Employees at range maximum are not eligible.
4. **To Provide Compensation for Employees Who Perform Additional Duties**
The President or his/her designee (Delegated Appointing Authority) may grant a base pay increase of up to 5% to an employee who is assigned additional duties on a permanent basis. Such permanent duties shall be documented on an official position description form (SF3). Employees at range maximum who are assigned additional permanent duties may receive a one-time lump sum of up to 5%. Employees who are assigned additional duties for a limited time period may receive a lump sum of up to 5% of their base pay for such duties. Payment of such a lump sum may be spread among pay periods for the duration of the assignment for a period not to exceed one year. If the duration of the assignment exceeds one year, a request for payment must be resubmitted to the President or his/her designee (Delegated Appointing Authority) for approval. Employees at range maximum who are assigned additional temporary duties may receive a one-time lump sum payment of up to 5% of their base pay. Such payment may be made at any time during the period the duties are being performed. No employee shall be eligible for either a lump sum or base pay increase for additional duties, which were compensated according to another Civil Service Rule.

In order to give more than a 5% increase for additional duties whether permanent or temporary, a rational business reason must be presented to the Civil Service Commission for their approval.

The Commission must also approve any payments for additional duties for employees with a level of work designation of Administrator or higher on the official Civil Service job specification.

Implementation of any of the above optional pay adjustments is contingent upon the following conditions/criteria:

- Funding being available and verified by the Vice President of Administration and Finance.
- The cumulative maximum increase an employee may receive under any of these optional pay provisions is 10% of the employee's annual salary in a fiscal year.
- All requests for application of this rule be submitted in writing via memorandum with justification by the employee's supervisor and be processed through the appropriate supervisory channels for review and approval up through the appropriate Vice President.
- This policy shall be available on Southeastern's Human Resources Office website (<http://www.selu.edu/HRO>).
- A listing of all employees who receive increases according to this policy/rule shall be

- posted on Southeastern's Human Resources Office website (<http://www.selu.edu/HRO>).
- No payments will be made until final approval is granted by the President or his/her designee (Delegated Appointing Authority).
 - The University will submit an annual report to the Department of Civil Service no later than July 31st of each year, documenting all optional pay adjustments made during the fiscal year. All optional pay adjustments are subject to audit and review by the Department of Civil Service and the Legislative Auditors.
 - The Director of Civil Service may revoke the University's discretion to use these special pay options if it is determined that University has abused the discretion granted by these rules.
 - An employee's pay is subject to reduction when, after hearing before the Commission or its designee, it is determined that the employee has benefited from increased pay as a result of either a violation of these Rules, or an abuse of the discretion granted in these Rules.

POLICY AND PROCEDURE FOR PROCESSING MERIT RAISES

Policy

Merit raises will only be processed provided the following conditions are met.

1. The employee is eligible.
2. The supervisor has conducted and submitted the appropriate PPR form and recommended the employee for the merit by checking "Yes".
3. The merit list has been reviewed and approved by the Human Resource Director or the Vice President for Administration & Finance who serve as delegated appointing authorities.

Procedure

1. An HR Analyst will maintain the monthly merit eligibility list.
2. An HR Analyst will send notices to PPR supervisors 60 days in advance reminding them to do their respective PPR Reviews.
3. PPR's received by HR will be reviewed by HR Analyst for compliance with Civil Service Rules. If incomplete, PPR forms will be returned. Any PPRs that involve Requests for Review will be routed to the HR Director.
4. An HR Analyst will present the monthly merit raise list to a Delegated Appointing Authority for review after verifying that all PPRs have been received.
5. Delegated Appointing Authority will review the monthly merit list indicating approval or disapproval as warranted in accordance with Civil Service Rules.
6. An HR Analyst will process approved merit raises in the ISIS HR system after verifying the PPRs have been received and the merit raises have been approved by the Delegated Appointing Authority in order to comply with certification and compliance requirements. Employee Notification forms will be generated from ISIS and copies distributed to 1) Personnel file 2) Payroll, 3) and the respective employees.
7. The merit raises are then processed in PeopleSoft.

PROMOTION PAY PROCEDURES

Effective: December 1, 2003

A "Promotion" is a change of a permanent classified employee from a position in one job to a position in another job, which is assigned to a pay grade with a higher maximum. An employee's pay for promotion will be determined based on Civil Service Rule 6.7. Promotions are typically within the same career field and within the same pay schedule (Example:

Custodian 1 – WS 201 to Custodian 2 - WS 203). However, they do not have to be (Example: Custodian 2 – WS 203 to Clerk 2 - AS 603).

Pay Plans approved by Civil Service are as follows:

- AS (Administrative Schedule)
- MS (Medical Schedule)
- PS (Protective Services Schedule)
- TS (Scientific/Technical Schedule)
- WS (Technical & Skilled Trades Schedule)
- SS (Social Services Schedule)

Note: Southeastern does not have any job titles that fall under the Social Services Pay schedule.

Pay Rules for Promotions to Jobs Within the Same Pay Schedule

(Example: WS to WS)

- When an employee is promoted to a position in a higher grade, his/her pay **shall** increase by at least 7%.
- When an employee is given a two-grade promotion, his/her pay **shall** be increased by 10.5%.
- When an employee is given a three or more grade promotion his/her pay **shall** increase by 14%.
- An employee shall not be paid below the minimum of the higher range.

Pay Rules for Promotions to Jobs that are in a Different Pay Schedule

(Example: WS to AS, MS, PS, TS, SS)

- If the maximum of the job to which he/she is being promoted is less than 14% above his current maximum, his/her pay **shall** be increased by 7%.
- If the maximum of the job to which he/she is being promoted is at least 14% but less than 21% above his/her current maximum, his/her pay **shall** be increased by 10.5%.
- If the maximum of the job to which he/she is being promoted is equal to or greater than 21% above his/her current maximum, his/her pay **shall** be increased by 14%.
- An employee shall not be paid below the minimum of the higher range.

DEMOTION PAY PROCEDURES

December 1, 2003

A “Demotion” is a change of a permanent or probationary employee from a position in one job to a position in another job, which is assigned to a pay grade with a lower maximum.

Subject to the provisions of Civil Service Rules 6.15 and 17.11(a) and (b)2, when an employee is demoted for any reason under any circumstances, his pay shall be reduced as follows:

- If the demotion is to a job within the same schedule or to a job in another schedule with a lower maximum his pay shall be reduced by a minimum of 7% and may be set at a lower rate in the range provided that it is no less than the minimum.
- Subject to the provisions of Rule 6.29, the Human Resources Director may grant exceptions to this rule for voluntary demotions. Exceptions shall not be granted in an arbitrary or fraudulent manner designed to increase an employee’s rate of pay. Exceptions granted should be for voluntary demotions that are in the best interest of the university and the employee.
- The Human Resources Director may waive a pay increase on promotion or reallocation for an employee who has been demoted without a decrease in pay within a six-month period.

- The Human Resources Director may grant a pay increase for a reallocation for an employee who has been demoted without a decrease in pay within a six month period provided the reallocation is documented and justified as part of a group of similar positions being upgraded as a result of a change in the memorandum of understanding or as a result of a job study.

REALLOCATION PAY PROCEDURES

A “Reallocation” is a change in the allocation of a position from one job classification to another wherein the duties of the position have undergone a significant change.

RATE OF PAY UPON REALLOCATION

Pay Rules for Reallocation to Jobs Within the Same Pay Schedule

(Example: WS to WS)

- When an employee is reallocated to a position in a higher grade, his/her pay **shall** increase by at least 7%.
- When an employee is given a two-grade reallocation his/her pay **shall** be increased by 10.5%.
- When an employee is given a three or more grade reallocation his/her pay **shall** be increased by 14%.
- An employee shall not be paid below the minimum of the higher range.

Pay Rules for Reallocation to Jobs in a Grade With a Higher Maximum in Another Schedule

(Example: WS to AS, MS, PS, TS, SS)

- If the maximum of the job to which he/she is being reallocated is less than 14% above his current maximum, his/her pay **shall** be increased by 7%.
- If the maximum of the job to which he/she is being reallocated is at least 14% but less than 21% above his/her current maximum, his/her pay **shall** be increased by 10.5%.
- If the maximum of the job to which he/she is being reallocated is equal to or greater than 21% above his/her current maximum, his/her pay **shall** be increased by 14%.
- An employee shall not be paid below the minimum of the higher range.

DETAIL TO SPECIAL DUTY PAY POLICY

A “Detail to Special Duty” means the temporary assignment of an employee to perform the duties and responsibilities of a position other than the one to which he is regularly assigned, without prejudice to his rights in and to his regular position.

RATE OF PAY UPON DETAIL TO SPECIAL DUTY

Pay Rules for Detail to Special Duty Jobs Within the Same Pay Schedule

(Example: WS to WS)

- When an employee is detailed to a position in a higher grade, his/her pay **shall** increase by at least 7%.
- When an employee is given a two-grade detail his/her pay **shall** be increased by 10.5%.
- When an employee is given a three or more grade detail his/her pay **shall** be increased by 14%.
- An employee shall not be paid below the minimum of the higher range.

Pay Rules for Detail to Special Duty Jobs in a Grade With a Higher Maximum in Another Schedule

(Example: WS to AS, MS, PS, TS, SS)

- If the maximum of the job to which he/she is being detailed is less than 14% above his current maximum, his/her pay **shall** be increased by 7%.
- If the maximum of the job to which he/she is being detailed is at least 14% but less than 21% above his/her current maximum, his/her pay **shall** be increased by 10.5%.
- If the maximum of the job to which he/she is being detailed is equal to or greater than 21% above his/her current maximum, his/her pay **shall** be increased by 14%.
- An employee shall not be paid below the minimum of the higher range.

ON CALL PAY POLICY

Effective: December 1, 2003

On-call compensation is for hours worked in excess of regularly scheduled hours of duty, when the worker is available for call back to his/her duty station, work-ready, within a specified period of time, at the direction of his/her Appointing Authority. On-call compensation is in addition to the employee's regular pay and is not to be included in terminal leave payments allowed under other sections of the Civil Service Rules. On-call compensation shall not be granted to an employee for his/her regularly scheduled hours of duty. Further, when an employee is called back he/she shall be considered in duty status and eligible for overtime compensation.

Employees may be placed in "on call" status for specific circumstances such as for anticipated severe weather conditions such as hurricanes or ice storms. Employees "on call" are not required to remain on the premises. They are free to engage in personal activities. Employees on call are to respond to calls received and to report to work if needed within 1 hour of being called. Employees in "on call" status cannot engage in activities that would affect their mental or physical alertness.

The university may pay up to \$2.25 per hour for "on call" duty without prior approval from Civil Service in accordance with General Circular # 929.

SHIFT DIFFERENTIAL PAY POLICY

Effective: January 29, 1992

Shift differential will be used for those classifications that have documented recruiting and/or retention problems. Shift differential means extra pay allowances made to employees who work nonstandard hours.

Classification currently approved:

RN 1 – Student Health

Shift 2 = 3:00 p.m.-11:00 p.m. \$2.19 per hour

Shift 3 = 11:00 p.m.- 7:00 a.m. \$3.29 per hour

Employees must actually work the approved shift to get the shift differential. If they are assigned a different schedule other than shift 2 or 3, they are only eligible for shift differential for the hours outside of the regular university schedule, 7:00 – 4:30 p.m. For example: a RN on Friday who works 10:00 a.m. to 6:30 p.m. only qualifies for shift differential for the time from 4:30 p.m. to 6:30 p.m.

Subject to the provisions of Rule 6.29,

1. The Civil Service Director may authorize compensation for on-call/shift work through policy directives, which establish guidelines for compensation for employees performing these types of work. These guidelines will establish the maximum authorized amounts, which may be utilized. The Commission may authorize amounts at levels higher than established by the Director.
2. On-call compensation is for hours worked in excess of regularly scheduled hours of duty, when the worker is available for call back to his/her duty station, work-ready, within a specified period of time, at the direction of his/her Appointing Authority. On-call compensation is in addition to the employee's regular pay and is not to be included in terminal leave payments allowed under other Sections of the Rules. On-call compensation shall not be granted to an employee for his/her regularly scheduled hours of duty. Further, when an employee is called back he/she shall be considered in duty status and eligible for overtime compensation.
3. Shift differential is an additional pay allowance for employees who work non-standard hours.

See General Circular 1003 for pre-authorized rates.

REEMPLOYMENT PAY POLICY

December 1, 2003

"Reemployment" means the noncompetitive appointment of a person based on permanent status attained in former employment in the Classified Service.

The pay of an employee reemployed in a position in the classified service, other than one being restored to duty following military service, shall be fixed at the highest rate in the range that does not exceed the highest salary he previously earned while serving with permanent status in a classified position other than detail to special duty. If the range for the job has been adjusted and the range minimum is higher than his former salary, he will enter at range minimum. If the former salary is higher than the range maximum, his pay rate shall be set no higher than the range maximum for the position in which he is being employed.

The Human Resources Director may at any time grant, to the extent permitted by other provisions of Civil Service Rules, any increase for which an employee, having reentered the classified service, possesses eligibility to under this subsection. This Rule shall not apply to a former employee who was dismissed or resigned to avoid dismissal.

TERMINAL LEAVE PAY POLICY

Annual Leave for Classified Employees

Subject to Civil Service Rule 11.18(a) and sub-section (b), each employee upon separation from the classified service shall be paid the value of his accrued annual leave in a lump sum disregarding any final fraction of an hour; provided, that the privileges of this rule shall not extend to any employee who is dismissed for theft of agency funds or property. The payment for such leave shall be computed as follows:

- When an employee is paid wages on an hourly basis, multiply his regular hourly rate by the number of hours of accrued annual leave.
- When an employee is paid on other than an hourly basis, determine his hourly rate by converting his salary in accordance with provisions in the uniform pay plan for conversion to a working hourly rate. Multiply his converted hourly rate by the number of hours of accrued annual leave.

No terminal payment for annual leave earned under these Rules shall exceed the value of 300 hours, computed on the basis of the employee's hourly rate of pay (includes base supplement) at the time of his separation.

Sick Leave for Classified Employees

In accordance with Civil Service Rule 11.10.1 , when an employee is removed in accordance with Rule 12.6 (a)1, he shall be paid the value of his accrued sick leave in a lump sum, based on his regular hourly rate of pay, unless he is reemployed in probational or permanent status in the classified state service or is reemployed in the unclassified service, without a break in service of one or more working days, in which cases the sick leave will transfer to the employing agency.

Cancellation or Continuance of Annual and Sick Leave

1. When an employee separates from the state classified service, all accrued annual leave except that which must be paid and all accrued sick leave except that which must be paid under Rule 11.10.1 shall be cancelled; however, if the employee is reemployed in probational or permanent status in the classified service or is reemployed in the unclassified service without a break in service of one or more working days, all of the employee's annual and sick leave shall be transferred to the employing agency.
2. Subject to the provisions of Rule 11.19, when a former employee is reemployed with permanent or probationary status within 5 years of his separation, all accrued annual and sick leave that was cancelled upon separation shall be recredited to him; provided, that the privileges of this Rule shall not extend to an employee whose last separation was by dismissal or resignation to avoid dismissal.

CAREER PROGRESSION GROUPS

A Career Progression Group is list of positions, designated by the university and approved by Civil Service, within a job series or a similar group of jobs that can be used to hire, train and reallocate employees. The placement of a new hire into the training series is based on previous work experience, education, and job duties assigned. Allocations are made to the highest job title within each group that the duties support. The position may be filled at any point in the career progression group formerly called a training series.

When a position is filled at a lower level, the incumbent must complete all requirements to be considered for reallocation to the next level. In order to be considered for reallocation, the immediate supervisor and/or the budget unit head must certify that the incumbent has met the requirements to move to the next higher level. The requirements include 1) performed satisfactorily in the lower level position with at least a "Meets Requirements" Performance Planning and Review Rating or higher and 2) have completed twelve months of on-the-job training as well as any other designated training specific to the position, if applicable. The budget unit head must certify that he/she has considered the PPR rating in making the recommendation for reallocation of the individual to the next higher classification in the Career Progression Group.