

TRANSFERABILITY / SALARY DETERMINATION

TRANSFERABILITY

Step 1: Date of highest A01 (or A20, A21, A22) appt.: _____
 Step 2: Highest A01 classification: _____
 Step 3: Class employee wants to transfer to: _____
 Step 4: Salary range of Step 3 class: _____
 Step 5: _____

_____ X 1.05 = _____ X 1.05 = _____ - \$1 = _____

(Max. of Step 2)

If the salary of Step 5 is no greater than the salary of Step 4, and the transfer satisfies the provisions of either SPB Rule 433 (a) or 433 (b), the employee may transfer. Employee may transfer: Yes No

EMPLOYEE'S CURRENT STATUS

Department: _____ Contact Name/Phone: _____
 Employee's current salary: \$ _____ Current range: _____

SALARY DETERMINATION USING CURRENT STATUS

FROM (CURRENT) CLASS

TO CLASS

Deep Class: Yes No Salary Scale: \$ _____ or _____ Range A _____ Range B _____ Range C _____	Deep Class: Yes No Salary Scale: \$ _____ or _____ Range A _____ Range B _____ Range C _____
--	--

SALARY DETERMINATION FORMULA

FROM MAXIMUM _____
 TO MAXIMUM _____
 DIFFERENCE _____
 + LOWER MAXIMUM _____
 % OF DIFFERENCE (RANGE DIFFERENTIAL) _____

RANGE DIFFERENTIALS = SALARY REGULATIONS TO APPLY

Entrance Rate	=	599.683
+ 0.0% to + 5.0%	=	599.674 (a)
+ 5.1% to + 9.9%	=	599.674 (b)
- 0.1% to - 9.9%	=	599.674 (c)
- 10% or more lower	=	599.675
+ 10% or more higher	=	599.676 concept

APPLY SALARY REGULATION TO CURRENT SALARY

\$ _____ % = \$ _____
(Salary Employee Will Receive)

New Anniversary Date? Yes: _____ No _____
 Alternate Range Criteria _____ Employee meets Alternate Range Criteria for appointment to Range _____
 Employee will be eligible to move to Range _____ on _____
 Deep Class Alternate Range Substantiation form attached? Yes No

Employees may voluntarily transfer between classes when the employee possess any licenses, certificates, or registration required in the "to" class provided that:

EITHER

(a) The salary range of the "to" class is exactly the same or any amount lower than that of the "from" class. (If the "to" salary meets this, you don't have to even look at (b). Also, the "to" class can within the same occupational field if the salaries are identical.)

OR

- (b) The salary range of the "to" class is any amount higher than that of the "from" class, provided that:
1. It is not a promotional salary range (see rule 431); **and**
 2. The two classes are in different class series unless the board specifically provides for transfer within a series (i.e., MST to SSA); **and**
 3. There is no class in the "to" series that is exactly the same in salary as the "from" class; **and**
 4. The "to" class is the class in its series that is immediately higher in pay than the "from" class; **and**
 5. The transfer does not preclude a future transfer that is part of the established upward mobility pattern through which the employee is moving (i.e., OA to MST precludes later transfer to SSA); **and**
 6. The two classes do not contain positions that have a supervisor-subordinate relationship under the appointing power making the transfer (look at the entire department when auditing supervisor-subordinate relationships for a specific class)

**** DPA REGULATIONS ****

599.673 **Entrance Rate:** The minimum limit in the salary range for each class is the entrance rate except as otherwise provided in the act or in these rules. When there is more than one salary range for a class, the Department of Personnel Administration shall provide criteria to determine: (a) The range to which a position shall be assigned or the range which an employee shall receive, (b) which step in the range shall be received upon movement between ranges in the class, and (c) the conditions under which movement may be made from one range to another.

599.674 **Rate on Movement Between Classes with Substantially the Same Salary Range:** Such movement may be in the same or to another department and by transfer, appointment from an employment list, temporary appointment, or reinstatement other than mandatory and, in addition, under paragraph (c), by either voluntary or disciplinary demotion. The provisions of this section do not apply to demotion in lieu of layoff or demotion under Section 19253.5 after medical examination.

Except as provided in Section 59.690 for trade rate classes the salary rate payable to a permanent or probationary employee upon movement without a break in service between classes with substantially the same salary range shall be established as follows: (a) When moving to a class with the same salary range or a range not to exceed one step higher at the maximum, the employee may, as recommended by the appointing power, receive any rate in the salary range not to exceed the total of the range differential between the maximum salary rates, (b) When moving, other than from a promotional employment list, to a class with a salary range more than one step higher at the maximum, the employee may, as recommended by the appointing power, receive any rate in the salary range not to exceed one step above the rate last received. When moving to this class by an appointment from a promotional employment list, the employee shall be entitled to the rate in the salary range one step above the rate last received. (c) In all other instances the employee may, as recommended by the appointing power, receive any rate in the salary range not above that last received.

If the employee receives an increase, a new salary adjustment anniversary date is established subject to the provisions of Sections 599.683 and 599.685; otherwise the salary adjustment anniversary date is retained.

599.675 **Rate on Movement to Class with Lower Salary Range:** Except as provided in Section 599.690 for trade rate classes, a permanent or probationary employee who without a break in service moves to a class with a lower salary range may receive, if recommended by the appointing power, and approved by the Director of the Department of Personnel Administration, a rate above the minimum provided it does not exceed the rate the employee last received.

Such movement may be in the same or to another department and may be by appointment from an employment list, temporary appointment, voluntary demotion, disciplinary demotion, or reinstatement under Government Code Section 19140. The provisions of this section do not apply to demotion in lieu of layoff or demotion under Section 19253.5 after medical examination.

599.676 **Rate on Movement to Class with Higher Salary Range:** Such movement may be in the same or to another department and by appointment from an employment list, by temporary appointment, or by reinstatement.

Except as provided in Section 599.690 for trade rate classes, a permanent or probationary employee who, without a break in service, moves to another class with a higher salary range shall be entitled to the rate in the salary range one step above the rate last received. If the movement is between two classes, one of which has an established rate of compensation other than a monthly rate, and the increase resulting from such adjustment amounts to less than one step in the salary range for the higher class, the employee shall be entitled to the next higher rate in the salary range which provides a one-step increase. A new salary adjustment anniversary date is established subject to the provisions to Sections 599.683 and 599.685.