

State of Utah	REF. NR-10-B-20	PAGE 1 of 3
DEPARTMENT OF NATURAL RESOURCES	EFFECTIVE DATE 07/01/10	
POLICIES AND PROCEDURES	REVISION DATE 4/7/2011 Supersedes NR-07-B-20	
SUBJECT: Compensation Policy		
Michael R. Styler, Executive Director		

I. PURPOSE OF POLICY

To establish guidelines for implementing salary actions for employees within a classified schedule (AD or B).

II. POLICY

It is the policy of the Department of Natural Resources that Human Resource Management Rules and the following are complied with when salary offers or any changes to salary are made. The Executive Director may authorize exceptions to this policy.

Each job in classified service shall be assigned to a salary range. A salary range includes every pay rate from minimum to maximum. An employee may not be placed higher than the maximum or lower than the minimum of the salary range. Placement in longevity shall be consistent with DHRM rules.

Pay rate increases and decreases within salary ranges shall be at least ½%, except for legislatively approved salary adjustments, longevity increases, or if the difference between the current salary rate and the range maximum or minimum is less than ½%.

A. Promotion

1. An employee promoted to a position with a salary range maximum exceeding the employee's current salary range maximum shall receive a salary increase of at least 5%. Any increase above 5% cannot exceed the salary range maximum.

B. Career Mobility

1. An employee who accepts a career mobility opportunity to a position with a salary range maximum exceeding the employee's current salary range maximum shall receive a salary increase of at least 5%. Any increase above 5% cannot exceed the salary range maximum.

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C. Reclassification

1. An employee reclassified to a position with a salary range maximum exceeding the employee's current salary range maximum shall receive a salary increase of at least 3%. Any increase above 3% cannot exceed the salary range maximum.

D. Probationary Increase

1. An employee who successfully completes the probationary period as shown by a performance evaluation may receive a salary increase of 3% at the end of the probationary period, as defined by the job description, if they are hired at and remain on the minimum of the salary range.
2. Probationary increases are at management discretion and are processed as administrative salary increases.

E. Administrative Salary Increase

1. All administrative salary increases shall be in writing and approved by the Executive Director or designee.
2. An employee shall receive an increase of at least 3%. Any increases above 3% cannot exceed the maximum of the salary range.

III. PROCEDURE

- A. Hiring officials/supervisors shall contact the DNR Human Resources Office before a salary offer is made on all new hires, promotions, career mobilities and reclassifications. The DNR HR Office shall provide consultation regarding applicable Human Resource Management Rules or Department policies and procedures.

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- B. All salary increases exceeding 12% shall be in writing and approved by the Executive Director or designee.

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