

ALABAMA STATE PERSONNEL BOARD ALABAMA STATE PERSONNEL DEPARTMENT  
ADMINISTRATIVE CODECHAPTER 670-X-8  
PAY PLAN AND PAY ADMINISTRATION

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670-X-8-.01      Authorities And Responsibilities.

The Director shall administer and maintain the pay plan subject to such approvals by the Board as are required by law or these rules after consulting with State fiscal officers. The Director shall determine the assignment of classes to salary ranges in the salary schedule in consideration of prevailing rates of pay in outside private and public employment for comparable work, recruiting and turnover experience, the relative value and importance of classes in the state service, the maintenance and benefits received by state employees, the state's financial condition and economic policies, and other relevant factors. The Director may from time to time recommend across-the-board percentage adjustment of the rates in the salary schedule in consideration of significant changes in overall prevailing rates of pay and the cost of living. The Director shall make or cause to be made appropriate surveys of prevailing rates and benefit practices in the Alabama and other pertinent labor markets. The Director shall recommend any amendment to the pay plan that will correct inequities or bring about improvements in salary administration either on his own initiative or at the direction of the Board or the Governor, or upon request of an appointing authority.

**Author:****Statutory Authority:** Code of Ala. 1975, §36-26-12.

**History:** Filed September 29, 1981. **Amended:** Filed February 23, 1983. **Amended:** Filed May 20, 2015; effective June 24, 2015.

**670-X-8-.02      Salary Rates Upon Initial Appointment.**

The salary rate of a new employee upon entrance into the service shall normally be the minimum rate of the range for the class of positions to which appointed. The appointing authority may appoint a new employee at any rate within the assigned salary range. The above the minimum hiring rate should be based upon the guidelines issued by the State Personnel Department.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-12.

**History:** Filed September 29, 1981. **Amended:** Filed February 23, 1983. **Amended:** Filed May 20, 2015; effective June 24, 2015.

**Amended:** Filed October 9, 2018; effective November 23, 2018.

**670-X-8-.03      Salary Rate Upon Promotion.**

The salary rate of an employee who is promoted may be increased to that rate in the higher range that will provide an increase of up to two pay steps (approximately 5%). An employee shall not be paid less than the minimum rate of the higher range. The promotional salary increase shall be effective on the date of promotion, which shall always be at the beginning of a semi-monthly pay period. No performance salary advance shall be made during the probationary period. Upon successful completion of probation, a salary increase can be recommended by the appointing authority in accordance with the rule governing the same, and the anniversary date shall then be changed as provided in such rule (670-X-8-.04). In the event that the employee does not successfully complete probation and is returned to his former position, the rate of the employee shall be adjusted to the rate paid before promotion or to that higher rate the employee might have achieved had the anniversary date occurred during the probationary period; in this case, the anniversary date remains the same as it was prior to promotion.

**Author:** Jackie B. Graham, State Personnel Director

**Statutory Authority:** Code of Ala. 1975, §§36-6-1(d), 36-26-9.

**History:** Filed September 29, 1981. **Amended:** Filed February 23, 1983; April 17, 1984. Emergency Rule: Filed April 17, 1985.

**Amended:** Filed February 28, 1991. **Amended:** Filed May 22, 2006; effective June 26, 2006. **Amended:** Filed May 20, 2015; effective June 24, 2015.

**670-X-8-.04      Salary Advances.**

(1) Upon Completion of Probation: A probationary employee who has successfully completed probation may be granted a performance salary increase effective at the beginning of the first semi-monthly pay period after the conclusion of the probationary period, and the first day of that pay period shall be the employee's anniversary date for future salary administration purposes. The salary advance may be one or two steps, depending upon the manner of performance of the employee during probation, as recommended by the employee's immediate supervisor and approved by the appointing authority, with report to the Director of the action to be taken.

(2) Annual Consideration: Every employee shall be considered for a performance salary advance each year on the anniversary date of the last salary increase, unless he has reached the maximum of the range or merit raises are frozen. The appointing authority shall determine the amount of the increase to be granted, if any, in accordance with the following table, and report the action to be taken to the Director in the manner he may prescribe. The granting of across-the-board cost-of-living raises by the Legislature does not change the consideration date for performance salary advances. If merit raises have been frozen and the freeze is lifted, current anniversary dates will be maintained for all state employees. Agencies are prohibited from adjusting employee anniversary dates to obtain merit pay increases at an earlier date, unless approved by the Board.

| <u>Service Rating</u>          | <u>Number Of Steps For Performance Advance</u> |
|--------------------------------|--|
| Does Not Meet Standards        | 0  |
| Partially Meets Standards      | 0  |
| Meets Standards                | #1   |
| Exceeds Standards              | #2   |
| Consistently Exceeds Standards | #2   |

#But not to exceed the maximum rate of the range.

(3) Special Merit Raises: Any recommendation for any increase interval of less than one year or which does not comply with the prescribed number of steps to be given for a specific performance level will be made by the appointing authority directly to the

Board, in a form prescribed by the Director, will be acted on individually, and will be recorded in the minutes. The granting of a Special Merit Raise changes the consideration date for regular performance salary advances.

(4) Special Merit Bonus: An appointing authority may recommend to the Board for its approval a Special Merit Bonus for an employee within his agency. Such bonus must conform to guidelines and limits as prescribed by the State Personnel Department. This bonus will be a lump sum payment in addition to all salaries and wages and will not be used in the calculation of retirement or other benefits. This rule will allow an agency to recommend a bonus for its employee, who has performed an exceptional act outside of his normal duties and responsibilities.

(5) Retention or Incentive Bonus: An appointing authority may give a Retention or Incentive Bonus, in conformance with guidelines and limits as prescribed by the State Personnel Department, in an effort to retain an employee or to provide an incentive to an employee who occupies an essential or critical position with the agency. This bonus will be a lump sum payment in addition to all salaries and wages and will not be used in the calculation of retirement or other benefits.

(6) Compression Pay: In accordance with guidelines prescribed by the Department, an appointing authority may request the Board to approve up to a four-step (10%) salary increase for employees in order to reduce salary compression. If approved, this increase will not alter the probationary or annual raise date of the employee.

**Author:** Jackie B. Graham, State Personnel Director

**Statutory Authority:** Code of Ala. 1975, §§36-6-1(d), 36-26-9.

**History:** Filed September 29, 1981. **Amended:** Filed February 23, 1983; March 17, 1983. **Emergency rule** filed April 21, 1983.

**Amended:** Filed June 17, 1983; April 17, 1984. **Emergency rule** filed April 17, 1985. **Amended:** Filed May 22, 2006; effective June 26, 2006. **Amended:** Filed May 20, 2015; effective June 24, 2015. **Amended:** Filed October 9, 2018; effective November 23, 2018. **Amended:** Filed July 22, 2019; effective September 5, 2019. **Amended:** Published April 28, 2023; effective June 12, 2023.

#### 670-X-8-.05

#### Salary Rate Upon Return To Work After Resignation.

The salary rate of an employee who returns to work after voluntary resignation, in good standing, and appointed from a reemployment register, may be assigned to the rate of pay closest to the salary at the time of resignation to include any Cost of Living Adjustments.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-12.

**History:** Filed September 29, 1981. **Amended:** Filed February 23, 1983. **Amended:** Filed May 20, 2015; effective June 24, 2015.  
**Amended:** Filed October 9, 2018; effective November 23, 2018.

**670-X-8-.06      Salary Rate Of Incumbents In A Class Reassigned To A Higher Salary Range.**

When a class is reassigned to a higher salary range, the salary rate of each incumbent shall be adjusted at least to the minimum rate of the higher range, or may be adjusted to not more than the corresponding rate in the new range closest to the salary at the time of the reassignment, without a reduction in pay.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-12.

**History:** Filed September 29, 1981. **Amended:** Filed February 23, 1983. **Amended (changed the Title ONLY):** Filed May 20, 2015; effective June 24, 2015.

**670-X-8-.07      Salary Rate Of Incumbent Of A Position Reallocated To A Class Of Positions Assigned To A Higher Salary Range.**

In the event that a position is reallocated to a higher class by reason of significant changes in duties and increases in responsibility or complexity, the salary rate of the incumbent shall be adjusted to the minimum rate of the range for the higher class or may be adjusted to the rate in the new range closest to the former rate of the incumbent, without a reduction in pay.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-12.

**History:** Filed September 29, 1981. **Amended:** Filed February 23, 1983.

**670-X-8-.08      Salary Rate Upon Demotion.**

Upon demotion, the employee's salary rate shall be adjusted to that rate in the lower range. Upon voluntary demotion, if the employee had two years or more of status in the higher level. He may retain the salary rate achieved if that rate is within the salary range of the lower level. This section does not apply to a voluntary demotion in lieu of a layoff.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-12.

**History:** Filed September 29, 1981. **Amended:** Filed February 23, 1983. **Amended:** Filed May 20, 2015; effective June 24, 2015.

**670-X-8-.09      Salary Reduction Within Range.**

(a) An appointing authority may reduce the salary of any employee to a lower rate in the range for the position with approval of the Board. In such cases, at least 10 days before the recommended action is to take place, the appointing authority shall notify the employee and submit the recommendation in writing with the reasons therefor to the Director. When such action is approved, the anniversary date of the employee shall be changed to the effective date of the salary reduction.

(b) Any person who holds a position with the state may voluntarily diminish his compensation. Such rate must still be in the salary range for the respective classification. The employee will sign an acknowledgment stating his position and the rate to which he desires to diminish his compensation.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-12.

**History:** Filed September 29, 1981. **Amended:** Filed February 23, 1983. **Amended:** Filed May 20, 2015; effective June 24, 2015.

**670-X-8-.10      Limitations On Available Funds.**

Notwithstanding the provisions of this rule, no salary action shall be taken unless authorized funds are available. In the event that any salary action provided for in this rule cannot be taken because of unavailability of funds, the appointing authority shall so advise the Director in writing, and the actions shall be held in abeyance only until sufficient funds become available. Prior to payment of any salary, wage or other compensation for personal service, the Director shall certify that each person named on the payroll, estimate, voucher, or account is an employee of the state, has been appointed or employed in pursuance to law and these rules, and is legally entitled to receive the sum stated therein.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-12.

**History:** Filed September 29, 1981. **Amended:** Filed February 23, 1983. **Amended:** Filed May 20, 2015; effective June 24, 2015.

**670-X-8-.11      Prohibition Of Raise.**

No employee shall be entitled to or receive an increase in salary upon a transfer, unless otherwise provided for in these rules.

**Author:**

**Statutory Authority:** Code of Ala. 1975, §36-26-12.

**History:** Filed May 24, 1985. **Amended:** Filed May 20, 2015;  
effective June 24, 2015.