

LATERAL TRANSFER POLICY

PURPOSE: To establish a consistent method for determining salaries for employees who are laterally transferred.

DEFINITION: Lateral Transfer: For the purposes of salary administration, "lateral transfer" means the movement of an employee from one position to another position with the same salary range.

STATEMENT OF POLICY: The salary of a laterally transferred employee shall not be increased or decreased unless necessary to bring the salary within the salary range of the new classification.

RESPONSIBILITIES: Agency management is responsible for advising employees of current salary policies and any adjustment to employees' salaries. Any request for exception to this policy must be made in writing to the State Personnel Director and may also be subject to review by the State Budget Agency.

RELATED POLICIES: Demotion Policy, Promotion Policy

REFERENCES:

IC 4-15-2.2-26
IC 4-15-2.2-27
IC 4-15-2.2-35
31 IAC 5-2-5
31 IAC 5-3-1
31 IAC 5-5-1

SUPERSEDES: Lateral transfer policy dated July 1, 2011

EFFECTIVE DATE: August 1, 2012



APPROVAL _____

Daniel L. Hackler, State Personnel Director

Date Aug. 1, 2012 _____