MEMORANDUM

To: HR Managers

From: Don Webb

Re: Lateral Transfers

To provide for parity between the graded and career-banded classification/pay systems due to the current budget restriction (SL 2009-451 Section 26.1A(a)(4)), which disallows the granting of equity and market adjustments, no salary adjustments will be granted for the following transfer action types to career-banded classifications:

- Transfer - Within Agency Lateral
- Transfer - Within Agency Reassignment

The restriction to grant salary increases on career-banded transfers will be readdressed when the language in SL 2009-451 is removed.

Before a freeze release is submitted, please ensure the “Action and Reason” complies with SL 2009-451 and other pertinent state personnel policies. Also, keep in mind that the following actions are prohibited by the budget restriction at this time:

- Salary Adjustment – Retention Adjustment
- Salary Adjustment – In-Range Equity
- Salary Adjustment – In-Range Retention
- Salary Adjustment – Turnover
- Salary Adjustment – In-Range Other Labor Market
- Salary Adjustment – Geographic Differential
- Range Revision – any type
- Career Progression – CP-Labor Market
- Band Revision

If there are questions about the above, please contact Paula Woodhouse.

Cc: Kathy Gruer
Rickye Collie
Paula Woodhouse