

DEWITT O. HARRIS  
VICE PRESIDENT  
EMPLOYEE RESOURCE MANAGEMENT



May 17, 2004

**OFFICERS**

**SUBJECT: Pay Administration for Nonbargaining Unit Employees—Promotion Increase**

As a result of an agreement with the management associations, a decision has been made to change the pay administration policy for nonbargaining unit employees who receive a promotion to another nonbargaining unit position. The following changes in policy are effective immediately:

1. Nonbargaining unit employees may receive promotion increases from 3 to 10 percent.
2. An increase of more than 10 percent is given if necessary to bring the salary to the minimum of the new grade or the minimum salary for certain supervisory positions covered under the supervisory differential adjustment provision.
3. A promotion increase up to 12 percent may be granted on an exception basis with the approval of the vice president.
4. If promoted more than once within 52 weeks, the aggregate promotional increase may not exceed 20 percent.
5. The 15 percent rule is eliminated. The percentage increase to base salary as a result of the pay-for-performance award is not a factor in determining the percent of promotional increase.

Please share this information with your PCES executives and EAS employees.

A handwritten signature in black ink, appearing to read "DeWitt O. Harris".

DeWitt O. Harris