



## HUMAN RESOURCES

**TO:** Agency Personnel Administrators  
**FROM:** Tina Lawson, Director  
**RE:** Calculating Promotional Increases Involving a Change in Standard Hours  
**DATE:** November 19, 1997

This memorandum is to clarify the procedure for calculating the new salary of an employee who is being promoted to a pay plan which has different standard hours than his/her former pay plan. In such a situation, two factors need to be considered in arriving at the appropriate new salary:

1. The employee's pay must increase or decrease commensurate with the increase or decrease in their scheduled hours (see procedure outlined below).
2. The employee must receive the appropriate promotional increase based on this adjusted annual salary:
  - RANGE PLANS (e.g. MP, VR, etc.) - 5% increase or the bottom of the salary range for the new salary group, whichever is more (see Connecticut General Statutes Section 5-208).
  - STEP PLANS - At least the amount of an annual increment in the new salary group up to the maximum step (see Item 436-Q and Carol Russell's 12/19/89 memorandum).

### ADJUSTING SALARY TO REFLECT A CHANGE IN SCHEDULED HOURS:

To adjust an employee's current salary to reflect an increase or decrease in standard hours, multiply his/her current annual salary by the appropriate factor derived from the table below:

NEW STANDARD	OLD STANDARD HOURS				
	35	36.25	37.5	38.75	40
HOURS	35	36.25	37.5	38.75	40
35	N/A	0.965517	0.933333	0.903226	0.875000
36.25	1.035714	N/A	0.966667	0.935484	0.906250
37.5	1.071429	1.034483	N/A	0.967742	0.937500
38.75	1.107143	1.068966	1.033333	N/A	0.968750
40	1.142857	1.103448	1.066667	1.032258	N/A

**EXAMPLE 1:** The employee is earning \$29,000 annually prior to the promotion and is moving from the TC pay plan (37.5 hours per week) to the EU pay plan (35 hours per

week):

- $\$29,000 \times .933333 = \$27,066.657$
- Round Up to \$27,067

**EXAMPLE 2:** The employee is earning \$35,000 annually prior to the promotion and is moving from the HC pay plan (35 hours per week) to the MP pay plan (38.75 hours per week):

- $\$35,000 \times 1.107143 = \$38,750.005$
- Round Up to \$38,751

The adjusted annual salary in the above examples is then used as the basis for calculating the promotional increase in accordance with the applicable existing procedure.

You may contact Skip Wallace at 860.566.1853 if you have any questions on the above.

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Tina Lawson, Director

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