

2025-2027 STATE OF OREGON and AFSCME CENTRAL TABLE  
State Counter Proposal

DATE: 07/15/2025

TIME:

*EW*  
*TA 7/15/2025 Jm*

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**SALARY ADMINISTRATION<sup>1</sup>**

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<sup>1</sup> This proposal applies to the following Local Tables where not already in effect  
BCD – A20

CCB – A29

DEQ – A34

DLCD – A18

DOC Den N/A

DSL – A20

OAJA – N/A

ODEM – A29

OHAP – N/A

OLCC – A35

OLTCO – A31

OMD – A16

OPDC ASD – A26

OPDC ATT – A26

OPDC LS – A26

OSFM – A20

OSH RNS – N/A

OSPSU – A29

OYA – A15

REA – A30

SACU – A20

[Building Codes Division (BCD) Article 20]

*Revise Section 1 as follows:*

**Section 1. Merit Salary Increase.**

Employees shall be eligible for consideration for merit salary increases following:

- a. Completion of the initial twelve (12) months of service.
- b. Completion of six (6) months of service following promotion.
- c. Annual periods after (a) or (b) above until the employee has reached the top of the salary range.

~~Merit salary increases shall be made upon recommendation of the employee's immediate supervisor and approval of the appointing authority. The immediate supervisor shall give written notice to an employee of withholding of a merit salary increase prior to the eligibility date, including a statement of the reason(s) it is being withheld.~~

*Revise Section 2. as follows:*

**Section 2. Salary on Demotion or Reclassification Downward.**

**When an employee is demoted or reclassified downward, the agency's appointing authority or management designee will conduct an internal assessment to determine the appropriate rate of pay.**

- a. **Upon demotion, if the employee's current pay exceeds the top step of the new classification, their pay will be reduced to the top step of the new**

classification. However, in the event of a downward reclassification, if the employee's current pay exceeds the top step of the new classification, the agency will retain their current salary. The agency will red-circle their rate of pay until a step of the classification equals or exceeds the employee's salary. Employees who are red-circled are not eligible for cost-of-living increases. When a step of the classification equals or exceed the employee's red-circled rate of pay, an agency will adjust the rate of pay appropriately and the employee becomes eligible for cost-of-living increases.

b. If the employee's current pay falls within the new classification's salary range and the assessment results in a step equal to or greater than their current pay, the agency will apply the outcome of the assessment.

c. If the employee's current pay falls within the new classification's salary range but the assessment results in a step below their current pay, the agency will maintain the employee's current pay. If this places the employee off-step in the new classification, the employee will advance to the next higher salary step at their next benefit service date, followed by an additional step increase — not to exceed the top step of the range\*.

FOR EXAMPLE: An employee's current rate of pay is between Step 4 and Step 5 of their new salary range -- the employee will retain their current rate of pay and then will advance to Step 6 on their next benefit service date.

The benefit service date remains the same unless the employee is already at the top step of the new salary range.

~~Whenever an employee demotes to a job classification in a lower range that has a salary rate the same as the previous salary, the employee's salary shall be maintained at that rate in the lower range.~~

~~Whenever an employee demotes to a job classification in a salary range which does not have corresponding salary steps with the employee's previous salary but is within the new salary range, the employee's salary shall be maintained at the current rate until the next eligibility date. At the employee's next eligibility date, if qualified, the employee shall be granted a salary rate increase of one (1) full step within the new salary range plus that amount that the current salary rate is below the next higher rate in the new salary range. This increase shall not exceed the highest rate in the new salary range.~~

~~Whenever an employee demotes to a job classification in a lower range, but the employee's salary is above the highest step for that range, the employee shall be paid at the highest step in the new salary range.~~

~~This Section shall not apply to demotions resulting from official disciplinary actions.~~

*Revise Section 3 as follows:*

**Section 3. Salary on Promotion ~~or~~ and Upward Reclassification**

**When an employee is promoted, the agency's appointing authority or management designee will conduct an internal assessment to determine the appropriate rate of pay. ~~The amount of the pay increase shall not be less than four percent (4%).~~**

- a. **For promotion, if the assessment results in a step equal to or below the employee's current pay rate, their pay will be increased to the next higher step in the new salary range. If that step provides an increase of less than two and five-tenths percent (2.5%) ~~four percent (4%)~~, the agency will apply the next higher step in the new classification's salary range.**

b. If the assessment results in a step above the employee's current pay rate, the agency will use the outcome of the assessment. If this increase is still less than two and five tenths percent (2.5%) ~~four percent (4%)~~, the agency will move the employee to the next higher step in the new classification's salary range.

c. Any employee reclassified upward shall move into the new range at the closest step that is higher than their current rate but not less than a four percent (4%) increase except where such increase would exceed the top step of the new salary range.

d. If the employee's benefit service date falls within forty-five (45) calendar days of the start date of their new position and they have not yet reached the top step of their current range, the promotion will be processed as if the employee had already reached their benefit service date\*.

~~FOR EXAMPLE: An employee at Step 6 in their current range and has a benefit eligibility date of July 1 and has a start date in their new position of June 1. The employee's current rate of pay for determining their new promotion pay rate will be based off of Step 7 of their current range.~~

The benefit service date is adjusted to six (6) months from the date of promotion unless the employee is already at the top step of the new salary range.

~~An employee shall be given no less than an increase to the next higher rate in the new salary range effective on the date of promotion.~~

*Revise Section 4 as follows:*

**Section 4. Salary on Lateral Transfer ~~or Equal Reclassification Rate.~~**

**When an employee makes a lateral transfer, the agency's appointing authority or management designee will conduct an internal assessment to determine the**

appropriate rate of pay. ~~In these events, an employee's rate of pay shall not be decreased.~~

~~(a) If the employee's current pay exceeds the top step of the new classification, they will be placed at the top step of the new classification.~~ ~~If the employee's current pay exceeds the top step of the new classification, they will be placed at the top step of the new classification. In the case of equal reclassifications, the agency will retain their current salary.~~ ~~The agency will and red-circle their rate of pay until a step of the classification equals or exceeds the employee's salary. Employees who are red-circled are not eligible for cost-of-living increases. When a step of the classification equals or exceed the employee's red-circled rate of pay, an agency will adjust the rate of pay appropriately and the employee becomes eligible for cost-of-living increases.~~

~~(b) If the employee's current pay falls within the new classification's range and the assessment results in a step equal to or greater than their current pay, the agency will apply the outcome of the assessment.~~

~~(c) If the employee's current pay falls within the new classification's range but the assessment places them below their current pay rate, the agency will retain their current salary. If this places the employee off-step, they will advance to the next higher step at their next benefit service date and then move up an additional step — not to exceed the top step of the range.~~

~~(d) In no instance will a lateral transfer or equal reclassification result in a decrease in pay.~~

**The benefit service date remains unchanged.**

~~An employee's salary and merit review date shall at a minimum remain the same when transferring from one position to another which has the same salary range.~~

**Section 5. Effect of Break in Service.**

When an employee separates from the Department and subsequently returns to the Department, except as a temporary employee, the employee's previous ~~salary eligibility~~ **benefit service** date shall be adjusted by the amount of break in service.

*Revise Section 6 as follows:*

**Section 6. Rate of Pay on Appointment from Layoff List.**

**When an employee returns from layoff, the agency's appointing authority or management designee will conduct an internal assessment to determine the appropriate rate of pay.**

a. **If the assessment results in a step equal to or lower than the step the employee held at the time of layoff, they will be returned to that same step.**

b. **If the assessment results in a higher step, the agency will apply the outcome of the assessment.**

**The employee's previous benefit service date, adjusted by the amount of the break in service, shall be restored.** ~~**If the employee's break in service exceeds six (6) months, then their benefit service date will be adjusted by the amount of their break in service that exceeds six (6) months.**~~

~~When an individual is appointed from a layoff list to a position in the same class in which the person was previously employed, the person shall be paid at the same salary step at which such employee was being paid at the time of layoff.~~

**See Appendix XX - Salary Administration Examples<sup>2</sup>.**

REV: 2015

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<sup>2</sup> State Proposal on Appendix XX Salary Admin Examples on June 17, 2025