

Salary Practices for State Judiciary Employees

(a) Purpose.

- 1) To establish a uniform practice to promote fair and consistent application of classification and compensation practices among state Judiciary employees.

(b) Definitions.

- 1) **Promotion**- A promotion is defined as moving into a position with a higher market minimum salary.
- 2) **Demotion**- A demotion, whether voluntary or involuntary, is defined as moving into a position with a lower market minimum salary.
- 3) **Lateral Transfer**- A lateral transfer is defined as the movement of an employee to a different position with the same market minimum salary.

(c) Judiciary Compensation Practices.

1) Promotion-

- i. Judiciary employees with **less than 5** continuous years of state Judiciary service will receive a 6% increase or the market **minimum** for the new position, whichever is greater. If the 6% increase is higher than the maximum for the pay range for that classification, then the employee will be placed at the maximum of the pay range.
- ii. Judiciary employees with **more than 5 but less than 10** continuous years of state Judiciary service will receive a 6% increase or the market **mid-point** for the new position, whichever is greater. If the 6% increase is higher than the maximum for the pay range for that classification, then the employee will be placed at the maximum of the pay range.
- iii. Judiciary employees with **10 or more** continuous years of state Judiciary service will receive a 6% increase or the 10-year salary mark for the new position, whichever is greater. If the 6% increase is higher than the maximum for the pay range for that classification, then the employee will be placed at the maximum of the pay range.

2) Demotion-

- i. An employee will realize a 6% reduction in pay, unless the 6% reduction leaves the employee above the maximum of the classification to which he or she is being demoted. In that instance, the reduction will be to the maximum for that classification, which could mean a salary reduction greater than 6%*.

3) Lateral Transfer-

- i. The employee will realize no change in salary.

Note: Positions with a Flat-rate salary are compensated at the salary of the new classification whether a promotion, demotion or lateral transfer.

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(d) Examples.

1) Promotion-

- i. "Sally Johnson" is a Judiciary Clerk. Her current salary is \$42,766. She has been with the Maryland Judiciary for 4 years. She is selected for the position of Courtroom Clerk, which has a market minimum of \$47,815. Sally's new salary would be \$47,815. *(Employee has been with the Judiciary for less than 5 years so you refer to the market minimum. A 6% increase equals \$45,332 while the market minimum is \$47,815. The greater amount of the two is \$47,815).*
- ii. "Franklin Howard" is a Judiciary Clerk. His current salary is \$47,267. He has been with the Maryland Judiciary for 10 years, 3 months. He is selected for the position of Senior Judiciary Clerk, which has a market minimum of \$47,815, a market (5 years) mid-point of \$50,331, a 10-year salary mark of \$52,848 and a market maximum of \$60,604. Franklin's new salary would be \$52,848. *(Employee has been with the Judiciary for more than 10 years so you refer to the 10 year salary mark. A 6% increase equals \$50,104 while the 10-year salary mark is \$52,848. The greater amount of the two is \$52,848).*

2) Demotion-

- i. "Robert John" is a Commissioner. His current salary is \$57,126. He has been with the Maryland Judiciary for 2 years. He receives an involuntary demotion to Administrative Office Specialist, which has a market minimum of \$46,942 and a market maximum of \$64,602. Robert's new salary would be \$53,699. *(A 6% decrease equals \$53,699).**
- ii. "Michelle Roberts" is a Courtroom Clerk. Her current salary is \$50,331. She has been with the Maryland Judiciary for 8 years. She has applied to and has been selected (voluntary demotion) for the position of Judiciary Clerk, which has a market minimum of \$42,766, a market (5 years) midpoint of \$45,016 and a maximum of \$58,780. Michelle's new salary would be \$47,312. *(A 6% decrease equals \$47,312).*

3) Lateral Transfer-

- i. "Mary Smith" was a Judiciary Clerk at the Circuit Court for Charles County with a salary of \$42,766. She is selected for the position of Judiciary Clerk at the Circuit Court for St. Mary's County. Helen's salary would remain \$42,766.

**The Judiciary Human Resources Department (JHRD) will review the anticipated salary to determine if a 6% salary reduction creates an internal salary equity issue with current staff and/or the supervisor/manager. If the JHRD determines there would be an internal salary equity issue, then the salary reduction will be greater than 6% as determined by the JHRD, in consultation with the administrative head.*

Note: Positions with a Flat-rate salary are compensated at the salary of the new classification whether a promotion, demotion or lateral transfer.