

**7520.0800 APPOINTMENTS, PROMOTIONS, DEMOTIONS, TRANSFERS, AND REINSTATEMENTS.**

Subpart 1. **Appointment.** The entrance salary for the original appointment, provisional appointment, or emergency appointment of a new employee shall be at the minimum salary for the class of positions to which the employee is appointed, except when appointments are made above the minimum.

An employee who is provisionally employed at a rate of pay other than the minimum of the range prescribed for the class shall not be reduced in pay at the time of appointment from a register to the class.

Subp. 2. **Promotions.** The salary of an employee who is promoted shall be raised to the minimum rate of pay for the new class. If the salary before promotion falls within the range of the new class but not on any step within that range, the salary shall be adjusted to the next higher step.

Employees granted a salary increase after having been promoted may be permitted to retain that increase when returned to a lower class, if the salary does not exceed the maximum salary for the lower class.

Subp. 3. **Demotions.** An employee who is demoted, except one demoted in accordance with part 7520.0530, and whose salary is above the maximum rate for the lower class shall be reduced in salary to at least the maximum rate for the new class. If the former salary is within the salary range for the lower class the same salary may be continued. An employee whose position is reclassified downward in accordance with part 7520.0530 and remains in the same position may retain the former salary if it is above the maximum salary rate for the lower class but shall be ineligible to receive any further increases except those subsequently provided in the new classification.

Subp. 4. **Transfers.** An employee who is transferred may be paid the same salary received prior to transfer. If an employee's salary prior to transfer falls within the salary range of the class to which the employee is transferring but not on a salary step in that range, the employee's salary may be increased to the next higher step in the range but it shall not be lowered.

Subp. 5. **Reinstatements.** A former employee who is reinstated or reemployed may be paid the same salary rate last received in the same class of positions if it coincides with a step in the current salary range for the class, or if it does not coincide, at the next higher step.

**Statutory Authority:** *MS s 12.22*

**History:** *17 SR 1279; 23 SR 82*

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