B. Employee Working Below the Current Classification Level: Red Circle Rate

If the review process reveals the position is working below the current classification, the program manager, at the department’s request, may make suggestions as to the means for strengthening the position. Should this not be possible, a recommendation to "red-circle" the employee’s salary at its current level will be made to the President in accordance with the applicable collective bargaining agreement. A red-circle rate is a salary rate frozen above the maximum of the salary range for a class and skill level. It is applied concurrent with the downgrading of a position to a lower classification (or skill level and its sub-range maximum) or the maximum of the salary range. An incumbent is not eligible for further salary increases such as service based, performance based or general salary increases, etc. until the maximum salary step of the lower class equals or exceeds the red-circle rate or five years whichever occurs first. Recommendations to red-circle a position are made reluctantly, and as a last resort. The preference is, if possible, to strengthen the duties and responsibilities so the classification level can be maintained.

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