



Memorandum

To: All Division of Personnel & Labor Relations Staff

From: Nicki Neal
Director *Nicki Neal*

Date: September 9, 2013

Subject: **Step placement for On-Call Nonpermanent Substitutes (OSNP) converted or appointed to nonpermanent positions or appointed to permanent positions**

The purpose of this memorandum is to provide clarification of step placement when an OSNP employee is converted to long-term nonpermanent status or appointed to a permanent position within the General Government Unit (GGU).

GGU Article 9.06.C.4 provides that an OSNP employee who has worked the number of hours equal to what a full-time employee would need to be eligible for the next step, the incumbent of the OSNP position shall be paid one step above the salary step at which appointed. When this occurs, the actual step placement remains unchanged and the OSNP employee is paid the higher step through a rate override. The article further stipulates that if the OSNP employee is appointed or converted to long term nonpermanent status, or accepts an appointment into a permanent position, the earned step increase is retained. In applying this provision the question arises as to whether the employee remains at the entry step with a rate override or is converted/appointed at the higher earned step.

Effective immediately, when a GGU OSNP employee is appointed or converted to long term nonpermanent status, or accepts an appointment into a permanent position, and who is being paid at an override rate for an earned step increase, the employee shall be converted or appointed at the earned step.

cc: Agency Human Resource Consultants
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