

Action	Action Description
New Hire	Date an employee begins initial employment in State Government
Reinstatement/Reemployment	Reinstatement is the return of an employee from an approved extended leave of absence. Reemployment is the return of employee after a separation/ termination of employment.
Promotion	Movement of an employee to a higher level job.
Acting Promotion	Temporary movement of an employee to a higher level job. This typically occurs when a position becomes vacant due to resignation/retirement and an employee temporarily assumes the duties of that vacant position until a replacement can be hired.
Acting Pay	Temporary salary adjustment for assuming higher level job duties. Similar to acting promotion except the employee stays in their current position and receives additional pay for added duties.
Reassignment	Movement of an employee to a lower level job.
Demotion	Disciplinary action which results in the movement of an employee to a lower level job, or reallocation down in the current job, and/or reduction in salary.
Suspension –Conduct, Unsatisfactory Performance, or Gross Inefficiency	Disciplinary action - the employee is sent home without pay for a period of time.
Transfer Lateral	Movement of an employee to a job at the same level.
Transfer Reassignment	Movement of an employee to a job at a lower level.
Transfer Grade-Band	Movement of an employee from a banded job to a graded job or from a graded job to a banded job.
Appointment Change	Employee change in appointment status: probationary, permanent, time-limited, trainee, supplemental (temporary) and/or change in hours worked (part-time vs. full-time).
Reallocation-Up, down or lateral	The classification title of the employee changes as a result of recognized change in duties and responsibilities. This action could result in a higher level, same level or lower level reclassification.
Lead Worker Adjustment	Employee received a salary adjustment based on added “lead worker” duties.
In-Range Adjustment	Employee in a graded classification received a salary adjustment to recognize increased competencies/skills, level change, or labor market adjustment.
Career Progression Adjustment	Employee in a career banded classification received a salary adjustment for assuming additional duties which resulted in increased competencies that may or may not have resulted in a level change or
Site Differential	This currently is only used by the Department of Public Safety. OSP authorizes a dollar amount increase that can be awarded to employees in certain classifications at work sites that have documented problems recruiting and retaining employees due to working conditions at that work site. Example: Correctional Officers at Central Prison may get a site differential of \$1,300. This differential is taken away if the officer moves to another prison that doesn’t have an approved site differential.

Legislative Increase	Across-the-board cost-of-living increases that are funded by the general assembly.
LEO Sworn	Increase that is awarded to law enforcement officers upon completion of the Basic Law Enforcement Training that is required to become a sworn law enforcement officer.
Range Revision	Change in the salary range of a graded position/employee as approved by the State Personnel Commission in response to changes in the labor market.
Range Revision After Effective Date	Delayed range revision adjustment due to funding not being available on the effective date the State Personnel Commission approved the change in the salary range.
Band Revision	Change in the salary range of a banded position/employee as approved by the State Personnel Commission in response to changes in the labor market.
Separation	Termination of employment by resignation, death or appointment ended
Separation Pay Continuation	Employee has separated (terminated employment) but is still receiving pay and/or benefits such as a RIF employee who continues to receive severance pay and health insurance benefits after separation or a Law Enforcement Officer that retires and gets the LEO Supplement or an employee who separates but is eligible to receive short-term disability benefits.
Reduction in Force	Involuntary termination of employment due to abolishment of job.
Retirement	Termination of employment due to retirement.
Dismissed-Conduct, Unsatisfactory Performance, or Gross Inefficiency	Disciplinary action which results in the termination of employment.
Salary Adjustment Fund Increase	Special funding awarded by the legislature to resolve recruitment and retention problems in occupations that have highly competitive labor markets.