

“DOWN AND BACK”

A GUIDE FOR LOCAL 590 MEMBERS

WHAT: “Down and back” refers to the movement through the pay scale for promotions from junior to senior level (or I to II) of a job category described in Article VI, Section 3. *Such movement has no effect on seniority for any purpose other than pay.*

WHO: “Down and back” applies *only* to members being promoted from the junior to senior level of a job category. Currently the job titles that include such promotions are: Assistant Head of Stacks, Bibliographic Assistant, Library Delivery Assistant, Library Imaging Assistant, Library Service Assistant, and Systems Technician/Operations Assistant.

WHEN:

For employees with fewer than twelve years of Library seniority: Upon promotion from, for example, Bibliographic Assistant I to Bibliographic Assistant II, an employee moves *down* one level in the pay chart shown in Article VI (in this case, from the second to the third level). At the same time, he moves *back* one column in the pay chart to his previous seniority level. He will remain one column back until he enters the column for 12 to 18 years of seniority (fifth column), at which point he returns to and remains in his “natural” column.

For employees with twelve or more years of library seniority: Upon promotion from, for example, Bibliographic Assistant I to Bibliographic Assistant II, an employee moves *down* one level in the pay chart shown in Article VI (in this case, from the second to the third level). At the same time, she moves *back* one column in the pay chart to her previous seniority level. She will remain in this column for two years, at which point she returns to and remains in her “natural” column.

The process is illustrated in the attached charts.

Moves down and back can accumulate—for example, in the case of an employee who is promoted to Systems Technician/Operations Assistant I less than two years after being promoted to Library Imaging Assistant II, she will move back another column upon promotion to Systems Technician/Operations Assistant II. *But neither in this nor in any other case will an employee receive a pay cut as a result of a “down and back” move.*

Joe Oldclerk

Original hire date: September 23, 1985

Promotion to LSA I: January 1, 2008

Job Category	Units of Service					
	Less than 2 years 1	More than 2 less than 4 2	More than 4 less than 6 3	More than 6 less than 12 4	More than 12 less than 18 5	More than 18 6
No longer used Library Clerk (old) A						
Level 1 Sr. Library Clerk (old) Library Clerk(new) B						7/1/07 1 ↓
Level 2 LSA I BA I C						1/1/08 2 ↓ ←
Level 3 LSA II BA II Systems Tech I D					1/1/10 3 →	1/1/12 4
Level 4 Library Specialist Systems Tech II E						

- 1) As of 7/1/07 Joe is in square B6.
- 2) On 1/1/08 Joe will be reclassified to a BA I he will move straight down to square C6
- 3) On 1/1/10 Joe will become a BA II. He will move down and back to square D5.
- 4) On 1/1/12 After two years back one Unit of Service, Joe will move to square D6, “catching up” to his years of service.

Jim Middleclerk
Hired 9/5/2000

Job Category	Units of Service					
	Less than 2 years 1	More than 2 less than 4 2	More than 4 less than 6 3	More than 6 less than 12 4	More than 12 less than 18 5	More than 18 6
No longer used Library Clerk (old) A	9/5/00 1 → ↓ ←					
Level 1 Sr. Library Clerk (old) Library Clerk(new) B	9/5/02 2 →	9/5/04 3 →	9/5/06 4 ↓			
Level 2 LSA I BA I C			1/1/08 5 →	9/5/08 6 ↓ ←		
Level 3 LSA II BA II Systems Tech I D			1/1/10 7 →	9/5/10 8 →	9/5/12 9	
Level 4 Library Specialist Systems Tech II E						

- 1) Jim Middleclerk was hired as a clerk on 9/5/2000. He began in square A1 which is no longer part of the library pay scale
- 2) On 9/5/2002 (Two years from date of hire) Jim moves to square A2, however at the same time he becomes a Sr. Clerk and so moves down and back to square B1
- 3) On 9/5/2004 (Four years from date of hire) Jim moves over one Unit of Service to square B2
- 4) On 9/5/2006 (Six years from date of hire) Jim moves over one Unit of Service to square B3
- 5) On 1/1/2008 Jim will be reclassified to a LSA I and will move straight down to square C3
- 6) On 9/5/2008 (Eight years from date of hire) Jim will move over one Unit of Service to square C4
- 7) On 1/1/2010 Jim will become a LSA II and will move down and back to square D3
- 8) On 9/5/2010 (Ten years from date of hire) Jim will move over one Unit of Service to square D4
- 9) On 9/5/2012 (Twelve years from date of hire) Jim will move over one Unit of Service to square D5 “catching up” to his years of service. (He will spend only two years in square D4 instead of six.)

Jane Newclerk
Hired 3/25/2007

Job Category	Units of Service					
	Less than 2 years 1	More than 2 less than 4 2	More than 4 less than 6 3	More than 6 less than 12 4	More than 12 less than 18 5	More than 18 6
No longer used Library Clerk (old) A	3/25/07 1↓					
Level 1 Sr. Library Clerk (old) Library Clerk(new) B	7/1/07 2→↓					
Level 2 LSA I BA I C		3/25/09 3 → ↓←				
Level 3 LSA II BA II Systems Tech I D		3/25/11 4→	3/25/13 5→	3/25/15 6→	3/25/19 7	
Level 4 Library Specialist Systems Tech II E						

- 1) Jane was hired as a library clerk on 3/25/07. She began in square A1 which is no longer part of the library pay scale
- 2) On 7/1/07 Jane was reclassified to square B1, her title remained the same.
- 3) On 3/25/2009 (Two years from date of hire) Jane will be reclassified to a LSA I moving to square C1, and will move over one Unit of Service to square C2
- 4) On 3/25/11 (Four years from date of hire) Jane will move over one unit of service to square C3, however at the same time she will become an LSA II which will move her down and back to square D2.
- 5) On 3/25/13 (Six years from date of hire) Jane will move over one Unit of Service to square D3
- 6) On 3/25/15 (Eight years from date of hire) Jane will move over one Unit of Service to square D4
- 7) On 3/25/19 (Twelve years from date of hire) Jane will move over one Unit of Service to square D5 “catching up” to her years of service. (She will spend only four years in square D4 instead of six.)