



Louisiana  
**SCS**  
State Civil Service

# COMPENSATION REDESIGN PLAN



1/1/2018

## Transition Guidelines

This document contains guidelines for the purpose of effecting transition from the current pay structure to a new pay structure. Chapter 19 temporarily supersedes all other rules that are now in conflict. This transition chapter will begin on January 1, 2018 and expire on June 30, 2018.

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# Compensation Redesign Plan

## TRANSITION GUIDELINES

### GENERAL INCREASE

Effective January 1, 2018, all eligible employees will receive a 2% general increase. Employees at range max are not eligible for the general increase. Some employees near the range max may receive less than two percent due to their position into the range for which their job is allocated.

### SCS RULE 19.2 PAY UPON MOVEMENT TO THE NEW PAY STRUCTURE

Effective January 2, 2018, the six occupational pay schedules will be adjusted. Employees still below the new minimums after receiving the 2% general increase must be brought up to the new minimums effective January 2, 2018.

### GENERAL INCREASE & STRUCTURE ADJUSTMENT IMPLEMENTATION OVERVIEW

In an effort to streamline the administrative impact of these changes, State Civil Service (SCS) is issuing the following guidelines for all LaGov HCM Paid and Non-Paid Agencies:

The Division of Administration – Office of Technology Services (DOA-OTS) will release a statewide automatic update on December 20, 2017 on all active, non-detailed/non-leave of absence classified employees which will:

1. Create a Basic Pay entry entitled “General Increase” with an effective date of 1/1/2018. The amount applied will be two percent or up to the pay schedule maximum allowed on the hourly rate of the employee. This record will also be created on all active classified WAE employees.
2. Create a Basic Pay entry entitled “Structure Adjustment” with an effective date of 1/2/2018 (if applicable). This record will be applied to all active classified employees who are below the new hourly pay schedule minimum upon implementation of the pay schedule amendments.

These pay record changes must run prior to the effective date of the two pay changes because of processing workload on the LaGov HCM system.

#### **Please be aware of the following:**

- Pay changes made on classified employees on and between the dates of December 20 – December 31 will affect the calculation being made on the January 1 & January 2 pay records.

- These records will overwrite any base pay entries with any date on or after January 1. Make note of any existing future actions entered as of December 20, as these will need to be re-entered since the base pay amount is changing.
- Employees that transfer to another agency on and between the dates of December 20 and January 2 will need to have these records reviewed and possibly recalculated by the gaining agency.

**Classified employees on detail and those currently on a leave of absence to serve in an unclassified capacity on January 1 and January 2 will not be included in this process.**

Since the statewide automatic update will be built to modify the current hourly rate of pay as it relates to the “home position” pay grade, these employees will appear with not only a temporary hourly pay rate but also those employees serving in an unclassified capacity will not appear in a classified pay grade at all.

As a result, agencies will be required to maintain these records on an individual basis. Detailed instructions on how to complete the required LaGov HCM entry for all classified employees on detail or leave of absence to serve in an unclassified capacity, can be found below in four parts.

Following the implementation of the general increase and the pay schedule amendments, the State Civil Service Employee Relations Division will conduct a special review of all corresponding LaGov HCM entries to ensure all eligible classified employees were appropriately compensated.

Agencies that do not utilize the LaGov HCM system, also known as “interface agencies”, will need to generate this information within their respective payroll systems and will report results via the usual data interface.

In an effort to assist all agencies with the individual pay changes to employees on detail and leave of absence to serve in an unclassified capacity, SCS has released a “Detail/LOA Implementation Calculator”. This calculator can be utilized by LaGov HCM agencies and “interface agencies” alike to ensure accurate salary calculation on all eligible classified employees on detail and leave of absence to serve in an unclassified capacity. The calculator can be found in the HR Info Portal under SCS Calculators.

The calculator is using the following methodology:

January 1, 2018

1. Calculates 2% (up to max) on the detailed / UNCL LOA employee’s home hourly rate
2. If on detail, recalculates the detail rate of pay based on the percentage entered
3. If on UNCL LOA, no recalculation is taking place.

January 2, 2018

1. If home hourly rate is below minimum, brings the hourly rate to the new minimum
2. If on detail, recalculates the detail rate of pay based on the percentage entered
3. If on detail and recalculated rate is below new minimum, it brings detail rate to new minimum
4. If on UNCL LOA, no recalculation is taking place
5. If home hourly rate is above new minimum, no recalculation is taking place.

For assistance with employee eligibility, pay calculations or any corresponding LaGov HCM entries, please contact your SCS Employee Relations consultant.

## PART 1: IDENTIFYING EMPLOYEES ON DETAIL/LOA

**Using the ZP44 Contract Audit Report, identify all classified employees on detail to special duty and leave of absence to serve in an unclassified position who will be in either status on 1/1/18.**

1. Users can access the ZP44 Contract Audit Report by entering “ZP44” into the search bar above the SAP Easy Access Menu. Then press “Enter.”
2. Once the ZP44 Contract Audit Report opens, select “Today” as the report date in the “Date Parameter” section. This will access the information as of the day the user runs the report.
3. In the “Selection Criteria” section, enter your agency’s four-digit personnel area number in the “Personnel Area” field. If your agency is comprised of multiple personnel areas, ensure all personnel area numbers are included using the “Multiple Selection” button on the far right.
4. In the “Contract Type” field, select the “Multiple Selection” button on the far right.
5. A pop-up window will appear which allows the user to select the appropriate contract types that will identify only employees on detail or leave of absence to serve in an unclassified position.

Enter the following contract types (numerical values only):

- a. 05 – Perm Class Detail
  - b. 06 – Perm LOA CI/Uncl
  - c. 47 – Prob Class Detail
6. Once these entries are made, select the “Copy” button. At this point, the pop-up window will close. Users will notice a number entered in the “Contract Type” field and a green square in the “Multiple Selection” button.
  7. In the “Report Options” section, select “Include All Salaries.”
  8. In the “Select Display Variant” section, enter the following variant: **/SCSDQM ZP44**. This will display the report in an easy-to-read format.
  9. The user’s ZP44 Contract Audit Report main screen should now look like this:

10. Select the “Execute” button to begin generating the report.

11. If the report displays results, your agency has employees on detail or leave of absence to serve in an unclassified position. The report will display these employees in order of the expiration date of the temporary appointment. This date is displayed as the “Valid Until” date on the report. Users can save or print these results.

If the report displays no results, your agency does not have any classified employees on detail or leave of absence to serve in an unclassified position. **No further action is needed.**

12. Identify all employees with a “Valid Until” date that is on or after 1/1/2018. Users shall make individual entries for these impacted employees.

13. The user can now either save or print the results.

## PART 2: IMPLEMENTATION CALCULATOR FOR EMPLOYEES ON DETAIL/LOA

Using the Detail/LOA Implementation Calculator, users can quickly determine all necessary information to make the required entries into LaGov HCM or the agency's specific payroll system.

- Enter the employee's name and ID number. The ID number can be either a LaGov HCM personnel number or an agency's payroll identification number. Both fields are optional but can be beneficial for identification purposes for pay record entry.
- Using the dropdown menu, choose the employee status for which a salary calculation is to be made.
  - Detailed Employees
    - Overview
      - If receiving an increase on January 1, it shall be applied to the "home" hourly rate of pay first and then the detail rate of pay shall be recalculated.
      - If receiving an increase on January 2 with the implementation of the new minimums, it shall be applied to the "home" hourly rate of pay first and then the detail rate of pay shall be recalculated.

***NOTE:*** A detailed employee could possibly receive an increase in both the "home" rate of pay and "detail" rate of pay as a result of the new minimums.

- Calculator Entry
  - The employee's classified "home" hourly rate of pay
  - The employee's classified "home" pay schedule
  - The employee's classified "detail" pay schedule
  - The percentage increase granted due to the detail\*

***\*NOTE:*** If an employee is receiving a Special Entrance Rate or Minimum Hire Rate instead of the usual 7%, 10.5%, or 14%, please contact your Employee Relations Consultant for guidance.

- Unclassified LOA

- Overview
  - These employees, if receiving an increase on January 1 and/or January 2, shall have the increase applied to the "home" hourly rate of pay **ONLY**. The rate of pay in the unclassified position is not impacted by the Compensation Redesign Implementation.
- Calculator Entry
  - The employee's classified "home" hourly rate of pay
  - The employee's classified "home" pay schedule

- Once the information has been entered for the employee, click the "Calculate" button.

- If any entries are needed in LaGov HCM or an agency's payroll system, the user will be prompted to do so. If the employee is not eligible for any increases, the user will be notified that no action is to be taken in LaGov HCM or an agency's payroll system.
- Print the calculator results for each employee processed to ensure accurate LaGov HCM entry.
- Once the user has completed all calculations for an employee, select the "Reset" button to clear the existing results.

### **PART 3: UPDATING LAGOV HCM RECORD 1/1/18 FOR EMPLOYEES ON DETAIL/LOA**

**Once all employees on detail or leave of absence to serve in an unclassified position have been identified and all salary changes have been calculated using the Detail/LOA Implementation Calculator, users may proceed with entry in LaGov HCM for these employees. A new Basic Pay Record (Infotype 0008) will be created through utilization of PA30 Maintain Master Data.**

1. Users can access the PA30 Maintain Master Data transaction by entering "PA30" into the search bar above the SAP Easy Access Menu. Press "Enter."
2. In the "Personnel No." field, enter the employee's personnel number. Press "Enter" to verify that the selected employee's information populates.
3. On the "Basic Personal Data" tab, select the "Basic Pay" Infotype.
4. Select the "Copy" icon located beneath the PA30 Maintain Master Data transaction title.
5. The most recent pay record will be displayed.
6. In the "Start Date" field, change the date to 1/1/2018.
7. Verify the "End Date" field is 12/31/9999.
8. In the "Pay Reason" field, change the Pay Reason Code to "22" (General Increase).

<b>If updating the pay of an employee on detail, proceed to Step 9.</b>
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<b>If updating the pay of an employee on a leave of absence to serve in an unclassified position, skip to Step 10.</b>
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9. For an employee on detail,
  - Identify the recalculated "detail" biweekly salary provided on the Implementation Calculator for the January 1 General Increase. This rate will be entered on the "0003 – Regular Pay-Salary" Wage Type in the "Amount" field.
  - If the employee's "home" salary was previously maintained on the Basic Pay Record, update the "Wage Type" field used to record the employee's home salary to "9522" (Info WT



General Increase). In the “Amount” field, enter the employee’s updated “home” biweekly salary provided on the Implementation Calculator.

- If no Informational Wage Type currently exists on the employee’s record, create one by entering “9522” (Info WT General Increase) into the “Wage Type” field on the next available line. In the “Amount” field, enter the employee’s updated “home” biweekly salary provided on the Implementation Calculator.
- Ensure all existing non-base pay on the Basic Pay Record is accurate (premium pay, hazardous pay, shift differentials, etc.).
- Once all information has been updated on the Basic Pay Record, press “Enter.” This will populate your changes in the LaGov HCM system.

**\*\*\*Ensure the updated entries match the information provided in these guidelines and the Implementation Pay Calculator.\*\*\***

- A message will display at the bottom of the screen indicating the prior record will be delimited. Press “Enter.” **See Step 11 for example screenshot and further instruction.**

10. For an employee on a leave of absence to serve in an unclassified position,

- The biweekly salary listed on the “0003 – Regular Pay-Salary” Wage Type in the “Amount” field will not change as a part of the Compensation Redesign Implementation.
- If the employee’s “home” salary was previously maintained on the Basic Pay Record, update the “Wage Type” field used to record the employee’s home salary to “9522” (Info WT General Increase). In the “Amount” field, enter the employee’s updated “home” biweekly salary provided on the Implementation Calculator.
- If no Informational Wage Type currently exists on the employee’s record, create one by entering “9522” (Info WT General Increase) into the “Wage Type” field on the next available line. In the “Amount” field, enter the employee’s updated “home” biweekly salary provided on the Implementation Calculator.
- Once all information has been updated on the Basic Pay Record, press “Enter.” This will populate your changes in the LaGov HCM system.

**\*\*\*Ensure the updated entries match the information provided in these guidelines and the Implementation Pay Calculator.\*\*\***

- A message will display at the bottom of the screen indicating the prior record will be delimited. Press “Enter.” **See Step 11 for example screenshot and further instruction.**

11. The user’s PA30 Copy Basic Pay screen should now look like this (Note - if processing an Unclassified Leave of Absence employee, the Pay Scale Group will say UNCL-REG):

Infotype Edit Goto Wage types Extras System Help

Copy Basic Pay (0008)

Salary amount Payments and deductions

Personnel No [REDACTED] Name [REDACTED] Status Active

EE group A Full Time Salary Personnel ar [REDACTED]

EE subgroup 01 Class Ex

Start 01/01/2018 to 12/31/9999

Salary

Reason 22 General Increase Cap.util.M 100.00

P.scale type 02 Classified WkHrs/period 80.00 Bi-weekly

PS Area L1 State of Louisiana Next increase

Pay Sc. Grp AS-623 Level 00 Annual salary 77,001.60 USD

W...	Wage Type Long Text	O.	Amount	Curr...	I...	A..	Number/Unit	Unit
0003	Regular Pay-Salary		2,961.60	USD		<input checked="" type="checkbox"/>		
9522	Info WT General Increase		2,488.80	USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		

IV 01/02/2018 - 12/31/9999 2,961.60 USD

If there are no issues with the entry, a message will display at the bottom of the screen indicating the record may be saved. Select the "Save" icon located at the top of the screen.

- Repeat these steps for each employee on detail or leave of absence to serve in an unclassified position who will have a salary change on 1/1/2018, as indicated by the Implementation Calculator.

#### PART 4: UPDATING LAGOV HCM RECORD 1/2/18 FOR EMPLOYEES ON DETAIL/LOA

Applicable **ONLY** if employee is below the new minimum in home and/or detail position. Once all employees on detail or leave of absence to serve in an unclassified position have been identified and all salary changes have been calculated using the Implementation Calculator, users may proceed with entry

**in LaGov HCM for these employees. A new Basic Pay Record (Infotype 0008) will be created through utilization of PA30 Maintain Master Data.**

1. Users can access the PA30 Maintain Master Data transaction by entering “PA30” into the search bar above the SAP Easy Access Menu. Press “Enter.”
2. In the “Personnel No.” field, enter the employee’s personnel number. Press “Enter” to verify that the selected employee’s information populates.
3. On the “Basic Personal Data” tab, select the “Basic Pay” Infotype.
4. Select the “Copy” icon located beneath the PA30 Maintain Master Data transaction title.
5. The most recent pay record will be displayed.
6. In the “Start Date” field, change the date to 1/2/2018.
7. Verify the “End Date” field is 12/31/9999.
8. In the “Pay Reason” field, change the Pay Reason Code to “82” (Structure Adjustment).

<b>If updating the pay of an employee on detail, proceed to Step 9.</b>
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<b>If updating the pay of an employee on a leave of absence to serve in an unclassified position, skip to Step 10.</b>
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9. For an employee on detail,
  - Identify the recalculated “detail” biweekly salary provided on the Implementation Calculator for the January 2 Structure Adjustment. This rate will be entered on the “0003 – Regular Pay-Salary” Wage Type in the “Amount” field.
    - If the recalculated “detail” rate falls below the new minimum of the detail pay grade, ensure the employee is paid at the new minimum.
  - If the employee’s “home” salary was previously maintained on the Basic Pay Record, update the “Wage Type” field used to record the employee’s home salary to “9582” (Info WT Structure Adjust). In the “Amount” field, enter the employee’s updated “home” biweekly salary provided on the Implementation Calculator.
  - If no Informational Wage Type currently exists on the employee’s record, create one by entering “9582” (Info WT Structure Adjust) into the “Wage Type” field on the next available line. In the “Amount” field, enter the employee’s updated “home” biweekly salary provided on the Implementation Calculator.
  - Ensure all existing non-base pay on the Basic Pay Record is accurate (premium pay, hazardous pay, shift differentials, etc.).

- Once all information has been updated on the Basic Pay Record, press “Enter.” This will populate your changes in the LaGov HCM system.

**\*\*\*Ensure the updated entries match the information provided in these guidelines and the Implementation Pay Calculator.\*\*\***

- A message will display at the bottom of the screen indicating the prior record will be delimited. Press “Enter.” **See Step 11 for example screenshot and further instruction.**

10. For an employee on a leave of absence to serve in an unclassified position,

- The biweekly salary listed on the “0003 – Regular Pay-Salary” Wage Type in the “Amount” field will not change as a part of the Compensation Redesign Implementation.
- If the employee’s “home” salary was previously maintained on the Basic Pay Record, update the “Wage Type” field used to record the employee’s home salary to “9582” (Info WT Structure Adjust). In the “Amount” field, enter the employee’s updated “home” biweekly salary provided on the Implementation Calculator.
- If no Informational Wage Type currently exists on the employee’s record, create one by entering “9582” (Info WT Structure Adjust) into the “Wage Type” field on the next available line. In the “Amount” field, enter the employee’s updated “home” biweekly salary provided on the Implementation Calculator.
- Once all information has been updated on the Basic Pay Record, press “Enter”. This will populate your changes in the LaGov HCM system.

**\*\*\*Ensure the updated entries match the information provided in these guidelines and the Implementation Pay Calculator.\*\*\***

- A message will display at the bottom of the screen indicating the prior record will be delimited. Press “Enter”. **See Step 11 for example screenshot and further instruction.**

11. The user’s PA30 Copy Basic Pay screen should now look like this (Note: if processing an Unclassified Leave of Absence employee, the Pay Scale Group will say UNCL-REG):

Infotype Edit Goto Wage types Extras System Help

Copy Basic Pay (0008)

Salary amount Payments and deductions

Personnel No [REDACTED] Name [REDACTED] Status Active

EE group A Full Time Salary Personnel ar [REDACTED]

EE subgroup 01 Class Ex

Start 01/02/2018 to 12/31/9999

Salary

Reason 82 Structure Adjustment Cap.util.M 100.00

P.scale type 02 Classified WkHrs/period 80.00 Bi-weekly

PS Area L1 State of Louisiana Next increase

Pay Sc. Grp AS-623 Level 00 Annual salary 77,001.60 USD

W...	Wage Type Long Text	O.	Amount	Curr...	I...	A..	Number/Unit	Unit
0003	Regular Pay-Salary		2,961.60	USD		<input checked="" type="checkbox"/>		
9582	Info WT Structure Adjust		2,488.80	USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		

IV 01/02/2018 - 12/31/9999 2,961.60 USD

If there are no issues with the entry, a message will display at the bottom of the screen indicating the record may be saved. Select the "Save" icon located at the top of the screen.

- Repeat these steps for each employee on detail or leave of absence to serve in an unclassified position who will have a salary change on 1/2/2018, as indicated by the Implementation Calculator.

### SCS RULE 6.14.3 SUSPENSION OF PERFORMANCE ADJUSTMENTS

In accordance with SCS Rule 6.14.3 Suspension of Performance Adjustments, all provisions of the Performance Adjustment Rule shall be suspended for the period of June 29, 2017 through June 30, 2018. During this period of suspension, no employee may gain eligibility for a performance adjustment.

This means that there will not be eligibility gained for an October 1, 2017 or an October 1, 2018 disbursement date.

However, an appointing authority may pay a previously earned performance adjustment that was not granted due to a layoff avoidance measure from October 1, 2015.

The last day agencies can grant performance adjustments to those employees who retained three year eligibility for the October 1, 2015 disbursement date is September 30, 2018. If your agency plans to make payments, please contact Employee Relations at 225-342-8274 prior to doing so.

**NOTE:** At the time of layoff avoidance approval there may be employees that were not eligible for the performance adjustment because they were at range maximum. Some of these employees may no longer be at range maximum when the pay schedules adjust on January 2, 2018. Human Resources staff should note that those employees will still not be eligible for a performance adjustment should the appointing authority choose to pay for those eligibilities that were retained because the employees were not eligible at the time the payment should have been disbursed.

## SCS RULE 19.3 HIRING RATE

Effective January 1, 2018, an appointing authority's discretion to hire under SCS Rule 6.5(g) is limited to a rate that does not exceed the midpoint of the pay range. Requests for exceptions to these rules must be approved by the SCS Commission.

**SCS Rule 19.3(a) and 6.5(g) Extraordinary Qualifications/Credentials:** When determining and setting an appropriate salary upon hire, the following factors shall be taken into consideration:

- **Market Relativity:** a comparison of an employee's pay relative to the market rate for his/her position.
- **Internal Equity:** a criterion that takes into consideration the relationship of one employee's salary to the salaries of other employees who have comparable levels of education and experience and perform similar duties and responsibilities, within a work unit, division or agency.
- **Work Experience/Education:** an employee's relevant work history and academic qualifications as related to the job
- **Knowledge, Skills, and Abilities:** special qualifications, competencies, and/or prerequisites needed to successfully perform the tasks required of a job
- **Recruitment/Retention Issues:** issues related to jobs that may warrant higher salaries compared to the market rate because of difficulty in recruiting or retaining employees with qualifications or credentials that are highly sought after.

Pay ranges are divided into quartiles in order to aid in determining employee hiring rate placement within the prescribed salary range. There are four points in the range to consider:

**Compensation Redesign Plan**

- **Minimum:** is the entry point for a grade and is appropriate for someone who is new to the position, when there is an abundant supply of talent, and low turnover;
- **First Quartile:** is the progress point for a pay range and is usually appropriate for someone who is experienced and performing all the duties of the position, or when there are challenges in the supply of talent, and some turnover;
- **Midpoint:** is the advanced point (above the midpoint or market) and is usually appropriate for a seasoned employee who is performing competently in their job over many years, or when there is a limited supply of talent, and significant turnover;
- **3rd Quartile to Maximum:** is the point up to the maximum for a grade that is usually appropriate for an employee with a level of experience and expected performance that will significantly exceed both the requirements of the job and the performance of most other employees. Hiring at this rate should be rare and factors such as a scarce supply of talent, and critical turnover should be considered.

Minimum	1 <sup>st</sup> Quartile	Midpoint	3 <sup>rd</sup> Quartile to Maximum
Meets minimum qualifications	Previous related experience	Subject Matter Expert	Hiring above the midpoint/market should be rare, but may be justified by the following:
No prior experience	Demonstrated ability to perform duties	Exhibits broad and deep knowledge of job and related areas	- Difficulty to recruit applicants to the position
Requires additional training to build knowledge and skills	May require additional training to perform duties independently	Senior-level job expertise with no training required	- Highly qualified with industry leading expertise
			- Sought after educational background or certifications

Employees hired at the first level of a career progression group should not typically be hired on 6.5(g) since the minimum qualifications for the majority of first level jobs require no experience. In order to justify a 6.5(g) payment an applicant must have extraordinary job-related qualifications, which would likely qualify the applicant for the cap of the career progression group.

**SCS Rule 19.3(b) Special Entrance Rates:** Effective January 2, 2018 all special entrance rates in effect are cancelled with the implementation of the new pay structures. In order to re-establish special entrance rates above the new minimum, agencies must submit a request to be approved by the SCS Commission.

In order to request establishing a SER rate above the new minimum agencies must first contact their compensation consultant to discuss the problems the agency is experiencing. An agency must be able to demonstrate how not having a SER would be detrimental to the agency and be able to explain why the new

minimum is not adequate. Agencies will be expected to provide at least three months of the following information on the SER Questionnaire. See APPENDIX A for the SER Questionnaire form.

- How many vacancies are you trying to fill?
- How many times have you posted the job?
- How many applicants were on the eligible list?
- How many were selected to be interviewed?
- How many job offers were made?
- How many job offers were accepted? If not accepted, why?
- What were the requested salaries?

Agencies will also be asked the following questions:

- If employees are leaving, why? Is it the job duties, management or the salary? If it is the salary, where are employees going and for what rate of pay?
- Is there anything about the working conditions that is making it difficult to recruit and retain staff?
- Are you in a geographical area that is competing with other employers such as a hospital, plant, etc.? What rate are they offering? Have you tried to match those job offers?
- Are you planning a corresponding adjustment? If so, why?
- Do you have budget authority to implement this rate? What is the cost of implementation?
- What other mechanisms have you used to recruit/retain? These can be pay related or others.

**NOTE: Special Entrance Rates are not a means to give all employees in your agency a raise. Not all jobs in all schedules need to have a Special Entrance Rate implemented to attract and retain qualified employees. SCS will review the potential for compression of current employees when determining the agency's need for a SER. SCS may recommend a corresponding adjustment for current employees to alleviate compression caused by the SER.**

There are two ways that agencies can implement a SER policy – with or without a corresponding adjustment:

- Agency implements a flat SER of \$1,500.00 biweekly for new hires. Current employees do not receive a corresponding adjustment but those below the SER will go to the SER rate.
- Agency implements a flat SER of \$1,500.00 biweekly for new hires. Current employees receive a corresponding adjustment of 5%. To implement the corresponding adjustment the agency should take all current employees and adjust their salary by 5%. Any employee still below the SER for new hires should be brought up to the SER.

## SCS RULE 19.4 TRANSITION PROBLEM RESOLUTION

In order to resolve problems which arise as a result of transition to the new pay structures, the Director can make determinations in the best interest of the State Service. All requests should be addressed to the Director outlining the problem along with justification in support of the requested resolution.



## SCS RULE 19.5 INDIVIDUAL PAY ADJUSTMENTS

When an appointing authority determines that the relationship of individual pay rates resulting from the implementation of the new pay structure adversely affect the efficiency of a work unit(s), the Director or the SCS Commission may grant a request for an individual pay adjustment.

Each request must include certification that funds are available to implement the request, the proposed amount of the adjustment, a detailed explanation of the methodology used to determine the appropriate adjustment, and explicit reasons why an individual pay adjustment is necessary to correct the existing problem.

## SCS RULE 19.6 PAY UPON GRADE ASSIGNMENT CHANGE

During the transition period, SCS Compensation will review classifications to determine if any jobs need to be moved to a different pay grade.

## SCS RULE 19.7 RATE OF PAY ON DETAIL TO SPECIAL DUTY

For all employees on detail to special duty, on January 1, 2018, the 2% general increase shall be calculated based upon the authorized rate of pay in the regular position. The employee's rate of pay while on detail shall be recalculated based on his new rate of pay in the regular position.

## FAQs

### **What if my agency cannot afford to raise employees to the new minimum?**

*The structure adjustments were funded in the 2017 Second Extraordinary Special Legislative Session. By SCS Rule, all employees must be paid at least the minimum of the pay range.*

### **Employees at range maximum are not eligible for the 2% general increase on January 1, 2018, but the employee's maximum increased on January 2, 2018. How do I explain this to them?**

*This is a difficult reality, however, the purpose of the general increase was not to provide an increase to all state employees due to the years of frozen performance adjustments. The general increase was recommended by the SCS Commission as the first step of the implementation in an effort to reduce the cost of the structure adjustments. The structure adjustments were the main objective of the compensation redesign plan to address recruitment and retention issues in State government and move toward a market-based compensation system.*

*By SCS Rule, employees at range maximum are not eligible for any type of base pay increase. Due to the move to the market-based system and the associated cost, it was not fiscally responsible to adjust the structures, then implement the 2% general increase. If an employee is no longer at range maximum on January 2, 2018, the good news is that the employee is most likely eligible for a 2% market adjustment on July 15, 2018. As always, SCS Compensation Division is here to assist agency human resources staff and will be available to speak with any employee personally.*

### **Do While Actually Employed (WAE) positions receive the 2% general increase?**

Yes.

### **We noticed that there have been additional levels added to the TS Schedule. Why?**

*The additional pay levels give the potential for changes to be made to classifications in the TS Schedule. This may involve the creation of new jobs or the reassignment of current jobs to other pay levels.*

**Why didn't the maximums for AS603 to AS611 increase?**

*After a comprehensive review of the pay structures in relation to the relevant labor market, it was determined that the midpoints of those pay levels only needed minor adjustments to realign with the market. This resulted in no changes to the maximums at this time.*

**When do we have to update our 6.5(g) policy?**

*Beginning January 1, 2018, appointing authorities will be allowed to use 6.5(g) up to the midpoint in accordance with SCS Rule 19.3(a). Agencies should update their 6.5(g) policies to incorporate this change as well as the policy guidelines prior to July 1, 2018.*

**What if the midpoint is not enough on 6.5(g)?**

*Agencies can submit a request to the SCS Commission for an exception to this rule.*

**Can my agency request that a job be moved to a different pay level in accordance with SCS Rule 19.6?**

No.

**Can I still use SCS Rule 6.31 Employees Hired at Range Minimum?**

*Yes, until the rule is repealed effective July 1, 2018.*

**Can I still use SCS Rule 6.16(g) Pay for Employees at Range Maximum?**

*Yes, provided the agency has a policy and until the rule is repealed effective July 1, 2018. Provided that the eligibility criteria in the rule is met, agencies may want to consider utilizing this rule for those employees that will not be eligible for the 2% general increase.*

## APPENDIX A: SER QUESTIONNAIRE

Agency: \_\_\_\_\_

Requested Effective Date: \_\_\_\_\_

Reason for the Request: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

1. Please list all job titles this request is being made for as well as all corresponding information encompassed by this SER.

Job Title	Job Code	Pay Level	Current Bi-Weekly Amount	Number of Positions	
				Filled	Vacant

2. Do you plan on giving a corresponding adjustment for employees above the SER amount? If yes, why?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Please provide applicant pool and recruitment data for the affected job title(s).

Job Title	# of Postings	# of Applicants on Eligible List	# of Applicants Interviewed	# of Job Offers Made	# of Job Offers Accepted	Salaries Requested


**4. What attempts have you made to enhance recruiting (i.e. ads, job fairs, training, etc.)?**

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**5. Please list all pay mechanisms already in effect for each job title.**

	Premium Pay Rate & Reason	Shift Differential	On-Call	Optional Pay Difficult to Recruit
<b>Job Title</b>				
<b>Job Title</b>				
<b>Job Title</b>				
<b>Job Title</b>				

**6. Please explain any other justification. Why do you think employees are leaving? Is there anything about the working conditions that make it difficult to recruit and retain staff? Are you in a geographical area that is competing with other employers such as a hospital or plant? If so, what rate are they offering?**

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