

UTAH DEPARTMENT OF HUMAN SERVICES POLICY AND PROCEDURE		
Policy: 02-05	Effective Date: July 31, 1997 Revision Date: September 22, 2014	Page 1 of 8
COMPENSATION		

DEFINITIONS:

Administrative Salary Decrease – A decrease in the current actual wage based on non-disciplinary administrative reasons determined by the department executive director.

Administrative Salary Increase – An increase in the current actual wage based on special circumstances determined by the department Executive Director.

Appointing Authority – Officer, board, commission, person, or group of persons authorized to make appointments in their agencies.

Career Mobility – Time limited assignment of an employee to a different position for purposes of professional growth or fulfillment of specific organizational needs.

Demotion – A disciplinary action resulting in a reduction of an employee’s current actual wage.

Human Resource Enterprise - Online human resource management information system used by Utah Department of Human Resource Management (DHRM).

Job – A group of positions similar in duties performed, in degree of supervision exercised or required, in requirements of training, experience, or skill and other characteristics. The same salary range is applied to each position in the group.

Position – A unique set of duties and responsibilities identified by DHRM authorized job and detailed position record management numbers.

Promotion - An action moving an employee from a position in one job to a position in another job having a higher salary range maximum.

Reassignment – An action mandated by management moving an employee from one job or position to a different job or position with an equal or lesser salary range maximum for administrative reasons. A reassignment may not include a decrease in actual wage except as provided in federal or state law.

Reclassification – A reallocation of a single position or multiple positions from one job to another job to reflect management initiated changes in duties and responsibilities.

Salary Range – An established minimum salary rate and maximum salary rate assigned to a job.

Transfer – An action not mandated by management moving an employee from one job or position to another job or position with an equal or lesser salary range maximum for which the employee qualifies. This includes a transfer-in-lieu of a reduction-in-force and may include a decrease in actual wage.

PURPOSE:

To allow agencies discretion in determining pay for new hires and adjusting the pay of employees due to promotion, reclassification and other adjustments.

I. Policy Statement

Compensation, reassignment, reclassification and transfer decisions should be made in accordance with Utah Department of Administrative Services, Division of Administrative Rules, Human Resource Management, Administration, specifically R477-4 and R477-6.

II. Procedure

In addition to following Administrative Rules, agency management should consult with Department of Human Resource Management (DHRM) Field Office prior to initiating compensation, reassignment, reclassification and transfer decisions.

Specific steps, detailed below, should be taken for each decision. Final decisions/actions will be entered into the Human Resource Enterprise by DHRM.

III. Appointment

A. All appointments shall be placed within the DHRM approved salary range for the job.

1. Appointing authorities shall receive approval from their Division, Institution, Region, Office or Bureau (DIROB) director or superintendent and DHRM prior to making offers of appointment beyond the minimum through mid-point of the approved salary range.

a) The appointing authority notifies DHRM of the appointee's name and requested salary range.

b) DHRM reviews wage offers beyond the minimum through mid-point of the salary range.

(1) Approval to offer a wage above minimum of the salary range includes ensuring the requested wage will not compromise pay equity and fairness.

(2) Equity for pay purposes is defined as the same standard of fairness consistently applied across

individuals within the same job classification within the unit.

- c) The DIROB director or superintendent approves wage offers beyond mid-point of the range.
 - B. Appointing authorities shall receive approval from their DIROB director or superintendent prior to making appointments of an individual who has retired from any covered employer of the Utah Retirement System, consistent with DHS Policy 02-16.
 - C. In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), reemployed veterans shall be placed in their previous position, or a similar position, at their previous salary range.
 - 1. Reemployment shall include the same seniority status, salary, including any cost of living adjustments, reclassification of the veteran's pre-service position during the time spent by the affected veteran in the uniformed services.
 - 2. Performance related salary increases are not included.
- IV. Career Mobility
- A. Agency management may offer an employee, on an approved career mobility assignment, a salary increase or salary decrease of at least ½%, not to exceed the maximum of the salary range.
 - B. Any salary offer increase above 11% (except as required by DHRM rule to place an employee within the new salary range) shall be in and approved by the executive director or a deputy director **before** an offer is made to an employee.
 - C. Agency management completes a career mobility agreement and forwards it to DHRM for processing.
- V. Demotion
- A. An employee, who has been demoted consistent with R477-11-2, shall receive a reduction in the current actual wage of at least ½%, or the minimum rate of the new position's salary range, as determined by the executive director or designee.

- B. The executive director or designee may move an employee to a position with a lower salary range concurrent with the reduction in the current actual wage.
- C. The Executive Director or designee issues the final decision letter of demotion to the employee.

VI. Promotion

- A. An employee, except for those designated schedule IN (indefinite) or TL (time-limited), promoted to a position with a salary range maximum exceeding the employee's current salary range maximum, shall receive a salary increase of at least 5%.
 - 1. Possible exceptions to the 5% increase requirement are detailed below in 'Reassignments' and 'Transfers.'
 - 2. An employee may not be placed higher than the maximum in the new salary range.
- B. An employee in longevity who is promoted to a position with a higher salary range shall only receive a salary increase if the current actual wage is less than the salary range maximum of the new position.
 - 1. The salary increase shall be at least ½% or the range maximum rate of the rate; not to exceed the maximum of the new position.
- C. Any salary offer increase above 11% (except as required by DHRM rule to place an employee within the new salary range) shall be in writing and approved by the executive director or a deputy director before an offer is made to an employee.

VII. Reassignment

- A. An employee who is reassigned to a job or position with a salary range equal to or less than the current salary range shall retain the current salary rate in the new job or position.
 - 1. The employee shall be placed in longevity at the employee's current salary rate if the salary rate exceeds the maximum of the new salary range.

- B. Upon reassignment, an employee's current actual wage may not be lowered except when provided in federal or state law.
 - 1. Wage rate decreases shall be at least ½% or the minimum rate in the salary range.

- C. With a written exception to R477-6, from the DHRM executive director, agency management may enter into a written agreement with an employee who is being **reassigned to a lower salary range** and does not take a decrease in salary.
 - 1. The agreement should state that if the employee is subsequently promoted to a new position in the future, with the same or lower salary range maximum than their original position **prior to reassignment**, the employee will not be given the 5% promotional increase.
 - a) If the new position has a higher salary range maximum than the original position, **prior to reassignment**, promotional rules will apply.
 - 2. The agreement shall be forwarded to the DHRM Field Office for placement in the employee personnel file.

VIII. Reclassification

- A. Agency management may request a classification study on one or more positions.
 - 1. DHRM notifies agency management of the final classification decision(s).

- B. At the discretion of agency management, an employee reclassified to a position with a salary range maximum exceeding the employee's current salary range maximum may receive a pay rate increase of at least ½% or the salary range maximum rate; not to exceed the range maximum.

- C. An employee may not be placed higher than the maximum or lower than the minimum in the new salary pay range.
 - 1. Placement of an employee in longevity shall be consistent with R477-6.

- D. Any salary increase above 11% (except as required by DHRM rule to place an employee within the new salary range) shall be in writing and approved by the executive director or designee before the new salary is given to an employee.
- E. An employee, including an employee in longevity, whose position is reclassified to a position with a lower salary range, shall retain the current salary rate.
 - 1. The employee shall be placed in longevity at the employee's current salary rate if the salary rate exceeds the maximum of the new salary range.
- F. An employee in longevity who is reclassified to a position with a higher salary range shall only receive a salary increase if the current actual wage is less than the salary range maximum of the new position.
 - 1. The salary increase shall be at least ½% or the range maximum of the new position.

IX. Transfer

- A. Agency management shall decrease the current salary rate of an employee who transfers to another position with a salary range maximum less than the current salary range minimum (this includes both internal and external transfers).
 - 1. An exception to the required salary rate decrease may only be granted by the executive director or designee.
 - 2. Salary rate decreases shall be at least ½% or the minimum rate of the new salary range, not to exceed the maximum of the range.
- B. Agency management shall decrease the salary rate of an employee who has agreed to a transfer in lieu of a reduction in force and will transfer to a position with a salary range maximum less than the current salary range minimum.
 - 1. An exception to the required salary rate decrease may only be granted by the executive director or designee.

- C. With a written exception to R477-6, from the DHRM executive director, agency management may enter into a written agreement with an employee who is being **transferring to a lower salary range** and does not take a decrease in salary.
 - 1. The agreement should state that if the employee is subsequently promoted to a new position in the future, with the same or lower salary range maximum than their original position **prior to transferring**, the employee will not be given the 5% promotional increase.
 - a) If the new position has a higher salary range maximum than the original position, **prior to transferring**, promotional rules will apply.
 - 2. The agreement shall be forwarded to the DHRM Field Office for placement in the employee personnel file.

X. Administrative Salary Decrease (ASD)

- A. The executive director or designee shall approve ASDs for non-disciplinary reasons such as a special agency condition, other issues such as previous written agreements between the agency and an employee (including career mobility agreements), reasonable accommodation, or error corrections.
 - 1. Salary rate decreases shall be at least ½% or the minimum of the salary range.
- B. Agency management must complete the electronic Department ASD form, to include the justification section. Once completed the form should be sent electronically, in the order outlined below, to:
 - 1. The DIROB director or superintendent for approval;
 - 2. The executive director or designee for approval; and
 - 3. The DHRM Field Office director for approval.
- C. The executive director or designee shall answer any challenge or grievance resulting from an ASD.

XI. Administrative Salary Increase (ASI)

- A. The executive director or designee approves ASIs for special agency conditions, performance and error corrections.
 - 1. An employee shall receive an increase of at least ½% or the maximum rate of the salary range.
- B. ASIs shall only be granted when the requesting agency has sufficient funding within its annualized base budget for the fiscal year in which the adjustment is given.
- C. ASIs shall not be given to correct inequities caused by an agency knowingly hiring an employee at a salary rate not in line with the salary rate of current employees in the same job and performing the same job tasks.
- D. Agency management must complete the electronic Department ASD form, to include the justification section. Once completed the form should be sent electronically, in the order outlined below, to:
 - 1. The budget officer;
 - 2. DIROB director or superintendent for approval; and
 - 3. The executive director or designee for approval.



Ann S. Williamson, Executive Director
Utah Department of Human Services