

Kopp, Kathy - OSER

From: Wiesman, John M - OSER
Sent: Friday, April 18, 2014 12:15 PM
To: Wieser, Lynn - DCF
Cc: Ostrowski, Paul - OSER; Maulbetsch, Lynn - OSER; Kopp, Kathy - OSER
Subject: IT market worksheet
Attachments: DCF-IT Discretionary Market Worksheet.xlsx

Hello! I have attached a worksheet to assist in your planning to provide discretionary market increases to professional information technology employees, effective June 29, 2014, per the provisions of the Compensation Plan at Section L, 2.03. On June 29, these employees may be eligible for the 1% General Wage Adjustment and a structure adjustment upon reallocation to new pay ranges (increased to the new pay range minimum if necessary) prior to the discretionary market increase. The 1% GWA, and structure adjustments where necessary, have been built into this worksheet to help with your planning. Spreadsheet cells will turn red if an employee's final pay rate exceeds the pay range maximum, or if the total of market increases exceeds the total generated by filled positions.

DOA Central Payroll will distribute the actual worksheets to be submitted for payroll purposes closer to the June 29 effective date. Agencies will be requested to provide a copy of the final IT market worksheets to OSER as well as to Central Payroll.

Questions? – please contact the OSER Bureau of Compensation: John Wiesman 266-1418; Lynn Maulbetsch 267-5164; or Paul Ostrowski 267-0343.

Following is information that was presented to the SHRMC meeting in February, and repeated here for your convenience.

- IT Market Adjustments:
 - Effective June 29, 2014
 - Worksheets will be due to Central Payroll around July 2 (details to be determined)
 - Order of adjustments – After GWA; prior to DMC/DERA & Original Appointments (so employees hired on June 29 are not eligible)
 - Coverage
 - Permanent & Project – not LTES
 - Including employees on probation
 - In pay status on June 29, 2014
 - Reallocation to new broadband pay ranges
 - Employees receive structure adjustment to new min, if needed
 - Each employee generates \$1.50 / hr
 - Cannot receive if not eligible for GWA
 - If not rated satisfactory, would still generate but could not receive
 - Supervisors who did not complete evaluations, but subsequently do so by September 30 could receive a delayed adjustment effective October 6 from

funds not distributed to other employees (i.e., agency would have to save funds)

- Generation is by employee, i.e., filled positions; vacancies do not generate
 - Single pot created
 - Distribution
 - Adjustments may be granted to any employees that generated; not restricted within class
 - Amount distributed at agency discretion
 - Employees may receive more or less than \$1.50
 - Employees have no “right” to a market adjustment
 - No limit on amount that may be granted to an individual (limited by pay range maximum)
 - Total granted cannot exceed total amount generated
 - Any unspent funds remain unspent
 - Lump sum payments available for employees restricted by PR maximum
 - Funding
 - Both structure & market adjustments will be supplemented, based on availability of funds
 - Amount of supplemental funds available determined by SBO/DOA
 - Guidance to agencies on distribution planning
 - No OSER oversight; no review/approval process
 - Agencies have complete discretion in awarding available funds
 - 10% individual increase limit does not apply; \$0 to whatever deemed needed
 - Considerations agencies may want to take into account:
 - Areas where having recruitment/retention issues
 - If none, can award as across-the-board; \$1.50 to all eligible
 - Whether individuals are receiving a structure adjustment
 - Current base rate
 - Very few employees close to max; will be very few if any lump sums
 - Seniority/Equity
 - Performance, e.g., star employee vs employee who does just enough
- Worksheets
 - OSER will provide preliminary worksheet for planning purposes for agencies on Central Payroll
 - DOA Central Payroll will provide final worksheet around June 20, including instructions
 - Worksheets will be due back to Central Payroll by July 2
 - Agencies will need to add/delete employees who are hired/leave between time worksheets are received and June 28.
- OSER bulletin covering all FY 15 increases will be issued in early June