

Official Policies and Procedures of the Utah State Office of Education and the Utah State Office of Rehabilitation	
Effective Date: 12/3/2008 Revision Effective Date: 3/11/2013	Page: 1 of 7
Policy Title: Compensation Practices for USOE/USOR	
Purpose: This policy has been written to inform employees and supervisors of the different compensation options available for employees.	
Authority Reference:	

POLICY

All compensation rules and policies for The Utah State Office of Education are in conformance with DHRM Rule R477-7, Compensation. Compensation issues not found in this policy can be found in that rule. All increases are dependent on the agency having sufficient funds within their annual budget.

Definitions:

Administrative Salary Decrease: A decrease in the current actual wage based on non-disciplinary administrative reasons determined by an agency head or commissioner.

Administrative Salary Increase: An increase in the current actual wage based on special circumstances determined by an agency head or commissioner.

Career Mobility: A time limited assignment of an employee to a position of equal or higher salary range for the purpose of professional growth or fulfillment of specific organizational needs.

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

Transfer: An employee-initiated movement from one job or position to another job or position

for which the employee qualifies for reasons not included in the definition of promotion.

1. Probationary Increases

Managers and supervisors may approve an Administrative Salary Increase of 2.5% for new merit employees after twelve months of performing satisfactory or better work. All ASIs must be approved by the Superintendent of Public Instruction or Executive Director of Rehabilitation or designee and the agency must have sufficient funds within its annual budget. Employees in a temporary status will not receive probationary increases.

Procedure: The requesting section completes a USOE/USOR Form C12, Employment Change, for an ASI and forwards it with a copy of the completed performance evaluation to its line of authority. A comment should be made in the remarks section of the C-12 that the ASI is for a probationary increase.

2. Promotions

Employees promoted to a position with a salary range maximum exceeding their current salary range maximum are eligible to receive a salary increase of a minimum of 5% and a maximum of 11%. Any increase above 5% shall be in increments of ½%. Employees may not be placed lower than the minimum or higher than the maximum in the new salary range unless they are in longevity status.

An employee who remains in longevity status after a promotion shall retain the same salary.

Licensed employees will be paid on the licensed pay plan approved by the State Board of Education. Licensed pay plans will provide an adjustment for an employee obtaining an educational doctorate degree. Adjustment for a doctorate will be in addition to any other adjustments for which the employee is eligible. For employees not on the licensed pay plan, attainment of a doctorate degree will not, in and of itself, justify a higher salary range.

Procedure: The requesting section completes a USOE/USOR Form C12, Employment Change, and forwards the form to its line of authority. A comment should be made in the remarks section of the C-12 that the person is being promoted.

3. Reclassification

At management's discretion, 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 a minimum of 5% and a maximum of 11%. Any increase above 5% shall be in increments of ½%. An employee may not be placed higher than the maximum or lower than the minimum in the new salary range. Placement of an employee in longevity shall be consistent with DHRM rules R477-6-4 (4). An employee who remains in longevity status after a reclassification shall retain the same salary. An employee whose

position is reclassified to a position with a lower salary range shall retain the current salary. The employee shall be placed in longevity at the employees' current salary if the salary exceeds the maximum of the new salary range.

Job classification will be based on the duties and responsibilities required for the specific position. Classification reviews may be conducted by the Human Resource Section as part of a scheduled study or at the request of the Director or higher if there are significant changes in the job duties or responsibilities. Human Resources shall determine the effective date of the classification. The effective date shall not be retroactive but shall correspond to the beginning of the closest payroll period following the approval of the requesting director. The agency must have sufficient funds within its annual budget.

Procedure: All requests for a classification review shall include a letter of justification from the division director indicating the significant changes that have occurred in the duties of the position and why the current job description is not a good match for the assigned duties and responsibilities, as well as a Utah Job Match Position Analysis form (UJM) and an updated organization chart.

After the classification is approved, the requesting section completes a USOE/USOR Form C12, Employment Change, and forwards the form to its line of authority. A comment should be made in the remarks section of the C-12 that the person is being reclassified

4. Career Mobility

Career Mobility assignments are designed to develop employees' job skills and to enhance employees' career growth. When the agency places an employee in a career mobility position, a written career mobility contract agreement between the employee and supervisor will be developed to outline all program provisions and requirements. Employees who obtain a career mobility position with a salary range exceeding their current salary range maximum are eligible to receive a salary increase of a minimum of 5% and a maximum of 11%. Any increase above 5% shall be in increments of ½%. Employees may not be placed lower than the minimum or higher than the maximum in the new salary range unless they are in longevity status. The agency must have sufficient funds within its annual budget.

If a career mobility assignment does not become permanent at its conclusion, the employee shall return to the previous position or a similar position and shall receive, at a minimum, the same salary rate and the same or higher salary range that the employee would have received without the career mobility assignment.

Procedure: The requesting section completes a USOE/USOR Form C12, Employment Change, for a career mobility assignment and forwards the form with a copy of the

completed performance evaluation to its line of authority. A comment should be made in the remarks section of the C-12 that the assignment is a career mobility assignment.

5. Administrative Salary Increase (ASI)

The Administrative Salary Increase provides management with the ability to increase an employee's salary without reclassification or related action. Increases shall be a minimum of 2.5% and a maximum of 11%. Any increase above 2.5% shall be in increments of ½%. There must be a unique reason for the ASI such as exemplary performance over a prolonged time period, market inequities, or other special agency conditions or problems. Requests for ASIs must be in writing. ASIs shall not be granted to correct inequities caused by an agency knowingly hiring an employee at a pay rate not in line with the pay of current employees in the same job and performing the same job tasks. All ASIs must be approved by the Superintendent of Public Instruction or Executive Director of Rehabilitation or designee. The agency must have sufficient funds within its annual budget.

Procedure: The requesting section completes a USOE/USOR Form C12, Employment Change, for an ASI and forwards the form with a copy of the completed performance evaluation to its line of authority. A comment should be made in the remarks section of the C-12 explaining the reason for the ASI or a separate justification may be attached.

6. Administrative Salary Decrease

An Administrative Salary Decrease (ASD) provides management with the ability to decrease an employee's salary for non-disciplinary reasons. DHRM Rules allow a salary decrease not lower than the minimum of the salary range. Decreases shall be a minimum of 2.5% and a maximum of 11%. Any decreases between 2.5% and 11% shall be in increments of ½%. Requests for ASDs must be in writing. Such decreases are used for career mobility, reasonable accommodation, or other unique situations or considerations in the agency. All ASDs must be approved by the Superintendent of Public Instruction or Executive Director of Rehabilitation or designee.

Procedure: The requesting section completes a USOE/USOR Form C12, Employment Change, for an ASD and forwards the form with a copy of the completed performance evaluation to its line of authority. A comment should be made in the remarks section of the C-12 explaining the reason for the ASD or a separate justification may be attached.

7. Salaries for New Hires

Offers of employment cannot be made without the approval of the Superintendent of Public Instruction or the Executive Director of Rehabilitation or their designee and the Human Resource section. **HR requires a written offer of employment and a written response before the candidate may begin employment.** All appointments shall be placed in an approved salary range for the job. Typically, offers of employment will be made at the minimum of the salary range to avoid pay inequities. Hiring officials may request approval from the Human Resource Section to make offers beyond the

minimum to midpoint of the approved salary range. Only the Superintendent of Public Instruction and the Executive Director of Rehabilitation may approve offers above the midpoint of the salary range for the job. This decision would be made with a full understanding of the impact of paying a new hire more than current employees. **No salary offers may be made without the approval of the Human Resource Section.**

Procedure: The requesting section completes a USOE/USOR Form C12, Employment Change, and forwards the form to its line of authority. A comment should be made in the remarks section of the C-12 that the person is being hired.

8. Time-Limited Employees

Time-limited employees may be hired without using the competitive recruiting system, provided that minimum education and skill requirements are met. Before hiring, a request by the hiring official to establish a temporary position, including a detailed position record number (PCN/DPR), must be received and processed by the Human Resource Section. **If the hiring official feels that at some future date he/she may want to convert a time-limited employee to career service status, then recruitment must be done through the competitive recruiting system.** All time-limited employees are hired “at will” and before work is performed, must sign a contract outlining conditions of their employment and stating that they have no property rights to a career service position. The contract must be on file in the Human Resource Section.

Procedure: The requesting section completes a USOE/USOR Form C12, Employment Change, and forwards the form to its line of authority. A comment should be made in the remarks section of the C-12 that the person is time limited.

9. 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.

Procedure: The requesting section completes a USOE/USOR Form C12, Employment Change, and forwards the form to its line of authority. A comment should be made in the remarks section of the C-12 that the person is being reassigned.

10. 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. A transfer may include a decrease in actual wage. An employee, who voluntarily requests a job change to a position with a maximum salary range lower than the employee’s current salary range maximum, may receive a salary decrease of 5%. If the salary is above the maximum of the lower range requested, the employee shall be placed at the maximum of the lower range. The employee will also be required to make

his/her request in writing and to sign a waiver relinquishing all rights to grievance or appeal pertaining to this action.

Procedure: The requesting section completes a USOE/USOR Form C12, Employment Change, and forwards the form to its line of authority. A comment should be made in the remarks section of the C-12 that the person is being transferred.

11. Incentive/Bonus Awards

In cooperation with the Department of Human Resource Management Rules and Regulations, R477-6-5 Bonus/Incentive Awards, the Utah State Board of Education/Rehabilitation desires to recognize both individual and team accomplishments through incentive awards.

The aim of the Utah State Board of Education/Rehabilitation is to recognize and reward employees for exceptional or high performance in such areas as office efficiency, special projects, team projects, cost savings, dollar savings, productivity improvement, achievements, leadership, initiatives beyond standard expectations, and other worthy acts as determined by the administration. All nominations or awards are subject to available funding. Individual as well as team or group efforts should be recognized. One of the above-mentioned areas or categories must be used to evaluate eligibility.

Awards may consist of certificates, letters of commendation, administrative leave, etc. Awards may not include cash equivalents such as gift certificates or tickets for admissions. Non-cash awards shall not exceed a value of \$50 per occurrence and \$200 per fiscal year. The amount of the award shall be determined by the Superintendent's Executive Committee or the Office of Rehabilitation Executive Director after considering the recommendation of appropriate administrative staff, but it shall not exceed \$4,000 per occurrence. Total of all incentive awards shall not exceed \$8,000 for each fiscal year.

- Level I, \$100.00 to \$500.00 - Exemplary performance that has had a significant effect on the individual's immediate workgroup (or his/her work effort); a single event of customer service, or cost savings of significant benefit to the department. An incentive award is recognition of a specific accomplishment that exceeds what is normally expected.
- Level II, \$501.00 to \$1,500.00 - The exercise of leadership and/or initiative beyond that which is expected in an individual's assignment; an employee who is willing to meet emergency or unusual deadlines or accepts and performs assignments not associated with one's regular duties or assignments; events or actions which have a great consequence to the department as a whole or positive public attention. An incentive award is recognition of a specific accomplishment that exceeds what is normally expected.

- Level III, \$1,501.00 to \$4,000.00 - Superlative performance or actions that affect great consequences to the department (or state as a whole) and whose efforts may have a lasting influence to the department and/or state or substantial annual cost-savings accepted and implemented in the department. An incentive award is recognition of a specific accomplishment that exceeds what is normally expected.

Fair employment principles shall be adhered to in the awarding of all bonuses and other awards. No more than one award shall be given to any one employee by the Utah State Board of Education for the same act or accomplishment, except that the State Superintendent of Public Instruction or Office of Rehabilitation Executive Director may recommend, when appropriate, further awards and may also recommend to the Department of Human Resource Management further awards by the Governor.

Procedure:

Any Board of Education employee may recommend in writing any other employee or group of employees for an award. The recommendation must include the reasons for the award, the type of award, and specific details of the award, and be submitted to the employee's supervisor for submission to the appropriate administrative officer.

The appropriate administrative staff, as defined by the Associate Superintendent or USOR Division Director, shall then evaluate the recommendations. The Associate Superintendent/Division Director shall then present the recommendation to the Superintendent's Executive Committee or the Office of Rehabilitation Executive Director for approval.

If a monetary award is to be given, the USOE/USOR Form C-12, Employment Change, must be processed for payment. Administrative leave of up to eight hours will be approved by an Educational Director of the Office of Education, or the Executive Director for the Office of Rehabilitation. Any leave given beyond eight hours will have written approval by the appropriate Division Superintendent of the USOE, or by the Executive Director for USOR. All awards shall be timely. A copy of the documentation and approved award shall be maintained in the employee's personnel file.