



# AHRS PERIODICAL

Office of Agency Human Resource Services

## Statewide Pay Action Summary Report April - June 2005

Pay Action	# Actions	# Pay Adjustments	Ave. % Adjustment
Promotions	464	459	16.12
Demotion – Voluntary	62	26	-8.90
Demotion – Performance	2	2	-6.25
Role Change – Upward	260	224	9.61
Role Change – Lateral	114	40	7.09
Role Change – Downward	28	3	-9.31
Voluntary Transfer – Competitive	735	491	8.96
Vol. Transfer - Non-Competitive	220	28	-1.95
Temporary Pay – All Reasons	206	206	8.52
End Temporary Pay	146	146	-8.46
Competitive Salary Offer	67	67	13.45
Reassignment within Band	71	-	-
Apply/Adjust Special Rate	63	63	2.26
IBA – Change in Duties Increase	380	380	7.49
IBA – New KSAs/Competencies	361	361	8.69
IBA – Retention	646	646	6.01
IBA – Internal Alignment Increase	1743	1743	6.73
Bonus – Change in Duties	33	33	3.53
Bonus – Internal Alignment	7	7	5.57
Bonus – New KSAs/Comp.	71	71	2.68
Bonus – Retention	21	21	4.44
Bonus – Recognition, Monetary	1106	1106	1.04
Bonus – Sign-On	14	14	4.10
Bonus – Recognition Leave	670	-	-
Bonus – Project	82	82	1.71
Bonus – Referral	7	7	.60
Bonus – Non Monetary			
Exceptional Retention Bonus	10	10	7.73
Exceptional Retention Leave	4	-	-
Sign-On Leave	6	-	-
<b>Overall Approximate Totals</b>	<b>7,599</b>	<b>6,236</b>	<b>3.66</b>

*There were 6,031 upward pay adjustments at an average of 6.32%  
There were 205 downward pay adjustments at an average of -6.97%*

Workforce Planning and the Periodical's Pay Action Summary data may vary within the same reporting period based on the timing of data runs, agency retraction requests, and the manual review and extraction of erroneous PMIS entries.

# POLICY GUIDE

## Legislation Affects ESP Program

Effective July 1, 2005, an employee suggestion submitted to the Employee Suggestion Program (ESP) must be evaluated within 60 days from the time it was submitted. Program reports to the legislature and the Governor, also required by statute, will include information on suggestion evaluations that have not met that time limit.

## COMPENSATION PERSPECTIVES

### ESP: A Win-Win for Employees and Agencies

Agencies sometimes are concerned that monetary awards to employees whose suggestions have been implemented through the Employee Suggestion Program will negatively affect the agency's fiscal status. However, the award amount is derived from cost savings (or revenue increases) that the agency has realized from implementing the suggestion. Awards are based on measured actual improvements realized in the first year of implementation, not projections. While the employee may receive a cash award, the formula for determining the amount of that award assures that the greater benefit goes to the agency implementing the suggested change. The employee's award is not more than 25% of any quantified benefit the agency has received in that first year of implementation.

Agency management and individual employees share an interest in supporting the kind of improvements rewarded by the Employee Suggestion Program. Any questions concerning the Program should be directed to [ESP@dhrm.virginia.gov](mailto:ESP@dhrm.virginia.gov).

### Recognition Pays

Are you looking for proof that recognizing and rewarding excellence leads to better business outcomes? The attached white paper, based on data commissioned by O.C Tanner and conducted by The Jackson Organization, helps illustrate the real business results of employee recognition in the workplace.

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paper.pdf

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## Salary Survey Viewer

The Salary Survey application on DHRM's secure website has been revised. New reports have been added to display state employees' salaries sorted by Role and SOC codes. Previously, reports provided sorts by 1) Role, 2) SOC, and 3) SOC and Role, so there are now four reports for each pay area.

Scrolls have been added to these average salary reports, so the column and row headings are always displayed. This feature may slow the response time for the larger reports. One way to improve response time is to reduce the size of the display, so that more information is displayed on each page. You can do this by clicking "View" and then "Text Size" on your web browser and set it to "smallest." The fastest way to navigate on the report pages is to drag the scroll bar to the approximate location of the needed information.

If you have questions or problems with the Salary Survey reports, please contact Bob Weaver at [bob.weaver@dhrm.virginia.gov](mailto:bob.weaver@dhrm.virginia.gov).

## EMPLOYMENT & CAREERS

### Obtaining State Applications

DHRM recently received calls from several state agencies requesting information about how to obtain state applications. Please be advised that agencies may continue to order state applications and supplements through the print shop at Virginia Correctional Enterprises (VCE) at (804) 598-4251, extension 4415. If you have questions, please contact Sandy Johnson at (804) 225-2210 or via email at [sandy.johnson@dhrm.virginia.gov](mailto:sandy.johnson@dhrm.virginia.gov).

### Veterans Recruitment Survey

In April, the DHRM Veterans Outreach Council, whose membership consists of state executive branch human resource professionals, initiated a Veterans Recruitment Survey. The purpose of this survey was to gather information concerning current recruitment trends and strategies used by state agencies in the employment of veterans. Overall, the survey indicated the majority of the respondents used agency websites and newspaper advertisements as the primary media for attracting veterans. As a whole, agencies reported no major obstacles in the recruitment of veterans.

Based on survey results, future initiatives of the Veterans Outreach Council will address areas such as: training in recruiting and hiring veterans; tracking the overall success of recruiting and hiring efforts; providing best practices and recruitment resources to recruiters; providing more detailed information to veterans regarding the state recruitment process; and assisting veterans in translating military experience to civilian terminology.

If you have questions about the survey, the Council, or would like to appoint an agency representative to the Council, please contact Sandy Johnson at [sandy.Johnson@dhrm.virginia.gov](mailto:sandy.Johnson@dhrm.virginia.gov) or (804) 225-2210.

## Update on Statewide Applicant Tracking System

A Request For Proposal (RFP) for a statewide recruitment management system was sent to eVA for a June 23, 2005 publishing. The RFP timetable is:

RFP Publication	6/23/05
Optional Pre-Proposal Conference	7/13/05
Proposals Due, 2:00 p.m.	8/3/05
Notice of Intent to Award	8/26/05

Information about the RFP can be viewed on the DHRM web site at [RMS](#). It is anticipated that the new system will be up and running by the end of the year. For continued updates on the progress of this project, please contact Sandy Johnson at [sandy.Johnson@dhrm.virginia.gov](mailto:sandy.Johnson@dhrm.virginia.gov).

## WORKFORCE PLANNING

### Position Records Impact Workforce Data

A number of decisions that affect the reliability of workforce planning data are made when positions are established in PMIS. To ensure that this data is current, agencies should, as part of routine maintenance activities in human resources, review position record fields and assess the data recorded in them.

DHRM is frequently asked to clarify three position record fields in particular.

#### Overtime Exemption & Overtime Eligibility Codes

The Overtime Exemption and Overtime Eligibility Codes are often confused.

- The Overtime Exemption Code provides the exemption status of the employee.

E – Exempt from overtime

N – Non-Exempt (Employee is covered by the Fair Labor Standards Act.)

- The Overtime Eligibility Code indicates if the role is covered under state provisions that allow overtime pay or compensatory leave.

Y – Eligible for time and one-half overtime.

C – Eligible for straight-time overtime.

N – Not eligible for overtime

## Position Level Code

Every position in the Personnel Management Information System (PMIS) is assigned a Position Level. Possible assignments are:

- E – Employee
- F – Faculty
- M – Manager
- S – Supervisor

The PMIS User's Manual does not define these levels, but the Human Resource Management Manual (HRMM) does define them in its Appendix N, Glossary. The definitions are as follows:

**Employee** – An individual employed by the Commonwealth who has neither supervisory nor management responsibilities. Employees supervise no one.

**Faculty** – Teaching and Research, and Administrative and Professional staff as defined in the Consolidated Salary Authorization who are employed in state higher educational institutions. Faculty are viewed as supervising the students in their charge.

**Manager** – An employee who is responsible for managing programs and resources (financial, organization, staff) and is accountable for the full range of employee related actions including hiring, pay determinations, performance and other work related issues. Managers supervise supervisors. Employees who have no employee supervisory responsibility should not be in Manager Roles, even if they have “manager” in their agency work titles.

**Supervisor** – An employee who affects, recommends or authorizes personnel actions; completes performance evaluations and assigns and reviews subordinates' work. These individuals are the first-line supervisors over other employees.

DHRM is committed to providing agencies accurate and reliable workforce planning and employee pay data. Maintaining the integrity of data entered into PMIS is a critical element in the partnership between agencies and DHRM.

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Our goal is to provide practical information that supports human resource objectives across the Commonwealth and to encourage innovative strategies in the management and delivery of agency services.

To tell us what you would like to see featured in upcoming issues email us at [compensation@dhrm.virginia.gov](mailto:compensation@dhrm.virginia.gov) or [policy@dhrm.virginia.gov](mailto:policy@dhrm.virginia.gov)

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