

Office of Agency Human Resource Services

AHRS Periodical



Virginia Department of
**HUMAN RESOURCE
MANAGEMENT**

Mandated Goals for Teleworking and Alternate Work Schedules

By July 1, 2009, agencies shall have at least 25% of their eligible workforce participating in **alternate work schedules**. The percentage goal has been in Code of Virginia § 2.2-2817.1 since 2004.

By January 1, 2010, agencies should have at least 20% of their eligible workforce **telecommuting**. The 2008 session of the General Assembly introduced this goal through HB 1021, enacted as Chapter 375, 2008 Acts of Assembly, which modified the cited code section.

The 2008 legislature also modified the definition of “telecommuting” in Code § 2.2-2817.1 through HB1018, enacted as Chapter 374, 2008 Acts of Assembly, so that to count as teleworking, or telecommuting, the employees must perform their usual duties away from their central workplace **at least one day per week**. DHRM has obtained an interpretation of the “one day per week” clause that allows 32 hours per month to fulfill the requirement.

Code § 2.2-2817.1 also requires agency heads to report annually to the Secretary of Administration the agency’s progress toward the goals, the efficiencies realized through telecommuting and alternate work schedules, and the items needed to increase opportunities to participate in the two programs. If items are needed, agencies should include any specific budget requests that are necessary for:

1. Information technology
2. Software
3. Telecommunications connectivity:
 - a. Broadband Internet access
 - b. Additional telephone lines
 - c. Online collaborative tools
4. Other equipment or services.

Expect to see a template issued soon to help agencies meet this reporting requirement.

Agency staff concerned with meeting telecommuting and alternate work schedule goals should review the most recent versions of relevant DHRM policies by visiting www.dhrm.virginia.gov and checking policies:

- 1.25 Hours of Work (treats alternate work schedules)
- 1.61 Telework (recently revised)
- 1.75 Use of Internet and Electronic Communications Systems

Additional resources for telecommuting are available on the DHRM web site and the sites for the Department of Rail and Public Transportation, www.drpt.virginia.gov, and the Office of Telework Promotion and Broadband Assistance, www.otpba.vi.virginia.gov. You may obtain additional assistance by contacting your agency’s assigned DHRM consultant.

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RMS News

Sub-Location Field

A sub-location field has been added to the job requisition on the RMS. The sub-locations are the locations listed in the location field drop-down without Federal Information Processing Standards (FIPS) codes. As of July 1, 2008, all new job requisitions require that the location field contain a location with a FIPS code. Agencies should not select a location that does not have a FIPS code. Locations without FIPS codes should be selected from the sub-location field.

July 1 - August 15 will be a transition period to update the location and sub-location fields on requisitions already posted on the RMS. Because the location field is a required field, agencies must select a location with a FIPS code and move sub-locations (no FIPS code) to the sub-location field.

On September 1, 2008, the sub-locations will be removed from the location field. This means that job postings listed under the location field without FIPS codes will be removed from the web site. To avoid the automatic removal of job postings, agencies with the following job posting statuses should immediately begin to transition the job postings to a location with a FIPS code in the location field and select the sub-location from the sub-location field, if applicable:

- Positions with close dates later than August 1, 2008
- Open Until Filled Positions
- Positions with No Job Close Date (such as continuous recruitments)

Applicants can view both the locations and sub-locations from the job posting search page and the requisition. After the sub-locations are removed from location field on September 1, applicants will not be able to search for job vacancies by sub-location.

District Location Field

The following agencies have districts in the district location field:

- Virginia Commonwealth University (VCU)
- Virginia Department of Health (VDH)
- Virginia Department of Social Services (VDSS)
- Virginia Department of Transportation (VDOT)
- Virginia Employment Commission (VEC)

Agencies wishing to have district locations added to the RMS should send the agency name, agency number, and district names to: rmsinquiry@dhrm.virginia.gov.

Pooling Feature

A new "pooling feature" that permits the copying of applicant data from an applicant pool to a specific position job posting was introduced to human resources staff during the RMS training June 10-11, 2008. This feature should be used when filling continuous recruitments and multiple-hire job vacancies. Although the information distributed during the RMS training did not change, additional instructions were provided and distributed to HR Directors and RMS Administrators in mid-July. Staff with RMS responsibilities should practice using the new feature on the RMS training site at <http://www.dhrm.virginia.gov/recruitment/rmstraining.html>. The training site will be updated on August 2, 2008.

Please direct questions regarding the RMS to rmsinquiry@dhrm.virginia.gov.

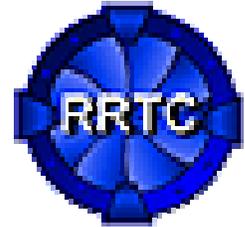
Federal information processing standards codes are a standardized set of numeric or alphabetic codes issued by the National Institute of Standards and Technology to ensure uniform identification of geographic entities through all federal government agencies. The entities covered include: states and statistically equivalent entities, counties and statistically equivalent entities, named populated and related location entities (such as, places and county subdivisions), and American Indian and Alaska Native areas.

Executive Directive 8 Training

Executive Directive 8 encourages agency hiring supervisors/managers to participate in training offered by DHRM in coordination with the VCU-Rehabilitation Research and Training Center's "Promoting Partnerships and Employment for Virginians with Disabilities" project, the Department of Rehabilitative Services and the Department for the Blind and Visually Impaired. Covered topics include Title I of the Americans with Disabilities Act (ADA), Code sections 51.5-41 and 51.5-42 of the Virginians with Disabilities Act, interviewing techniques, accommodations and assistive technology, and other resources available to assist in the employment of people with disabilities.

DHRM commends agency human resources personnel for their participation in Executive Directive 8 training and for acquiring the information necessary to assist hiring supervisors/managers in the employment of people with disabilities. In addition to human resources staff participation in training, Agency Human Resource Directors are asked to provide Executive Directive 8 training information to hiring supervisors/managers, increase the number of hiring supervisors/managers trained, and track staff participation in the training offered.

Please direct questions regarding Executive Directive 8 training and general information to Pat Waller at patricia.waller@dhrm.virginia.gov.



Please visit the
RRTC Web site at
<http://www.worksupport.com/>.

Attendance at VRS Seminars

VRS has informed DHRM that about half of the employees attending retirement seminars are required by their agencies to use personal leave. During the sessions, some of these employees have asked VRS staff if that is appropriate since often they are seated next to employees whose agencies did not require use of leave.

DHRM has issued guidance in the past that attending VRS seminars is considered work time as long as employees attend no more often than the VRS-recommended frequency of one seminar every two years.



You can [register online](#) for
VRS education seminars
and counseling sessions.

I-9 News

New I-9 Form Available

The [Paperwork Reduction Act](#) requires the Office of Management and Budget (OMB) to include the current expiration dates on all approved forms, including the I-9 form. As a result of this requirement, the United States Citizenship and Immigration Service (USCIS) released a newly-dated I-9 form on June 16, 2008. The content of the form has not changed since the version released in 2007. Only the date of the form and the OMB-required expiration date have been adjusted. The most recent version of the I-9 form may be downloaded from <http://www.uscis.gov/files/form/I-9.pdf>.

I-9 Penalties Increased

The Department of Homeland Security recently published higher civil fines against employers that violate federal immigration laws. As of March 27, 2008, monetary penalties increased 25%. In addition, separate fines will be charged for each unauthorized alien that an employer knowingly employs.

I-9 News continues on page 4.

I-9 News (continued)

E-Verify

AHRS has received inquiries about [E-Verify](#) and is providing this information in response. The Department of Homeland Security (DHS) and the Social Security Administration (SSA) have partnered to develop a Web-based system that electronically verifies the employment eligibility of newly hired employees. The U.S. Citizenship and Immigration Services (USCIS) oversees the program. A new photo screening tool helps employers detect forged or faked immigration documents. The system is free and voluntary and is touted as easy to use.

To participate, an employer must [register](#) on-line and sign a [Memorandum of Understanding \(MOU\)](#) with the DHS and SSA that outlines the responsibilities of all parties. A Web-based tutorial that familiarizes users with the policies and procedures of E-Verify must be completed before initial access is granted to E-Verify.

When employees are hired, they must still comply with current I-9 form completion requirements. The employer must examine documents presented to verify identification and eligibility to work in the U.S. and must sign the attestation on the I-9 noting that the documents appear valid.

The employer then logs into a secure DHS Website and enters the employee's full name, date of birth, and social security number. A drop-down box is used to indicate which documents the employee has presented.

The E-Verify system does NOT eliminate the legal requirement for I-9 form completion. Instead, it provides confirmation of the information submitted for I-9 documentation based on a match with official records in federal databases. Use of the E-Verify system will reduce or eliminate SSN mis-match letters for new hires.

If the social security number and name match the records at SSA, the employer receives a message immediately that the employee is authorized to work. If there is not a match, the employer gets a message that DHS is attempting to verify work authorization. DHS has three days in which to provide this preliminary response.

The MOU requires participating employers to permit the DHS or SSA to make periodic visits to the employer to review E-Verify-related records, I-9 forms, SSA transactions records, etc., while enrolled in the E-Verify Program and to interview the employer and employees concerning their experience with the E-Verify program. There are additional requirements: During the I-9 process, if a List B document is presented, only documents containing a photograph may be accepted and certain work authorization documents must be photocopied and retained. Employers must also record the E-Verify case number (or a printed screen) on the I-9 forms.

If the employee's SSN or work authorization data do not match, the employer will be notified within 10 days. If the work authorization is not confirmed, the employer must terminate the employee.

[Presidential Executive Order 12989](#) was amended on June 6, 2008 to mandate that [federal contractors](#) use an electronic employment eligibility verification system designated by DHS to verify employment eligibility of (a) people hired during the contract term to perform duties within the United States and (b) persons assigned by the contractor to perform work within the United States on the federal contract. There are no provisions addressing whether or not subcontractors will be required to meet these terms. The regulations require 60 days of public comments so final regulations will not be issued until September or later. AHRS will alert agencies when these regulations are finalized.



The E-Verify Users Manual
is available
[here](#).

FAQs for federal
contractors are available
[here](#).

According to the E-Verify Web site, Northern Virginia Training Center is the only Commonwealth agency currently using E-Verify. See information on NVTC's experience on page 5.

E-Verify at Northern Virginia Training Center

Following are responses that Northern Virginia Training Center (NVTC) provided when DHRM asked about the facility's experience with E-Verify.

DHRM: How long have you participated in E-Verify?

NVTC: About 15 years.

DHRM: How would you rate your experience with the system?

NVTC: This tool has helped the agency employ eligible-to-work staff.

DHRM: Have you participated in the ICE I-9 audit? If so, can you describe how onerous it was?

NVTC: We have participated in an I-9 audit thru DHS. The audit took about 2 hours.

DHRM: Approximately how many new hires/transfers from other state agencies/rehires do you have monthly?

NVTC: We average about 5-10 monthly.

DHRM: Were there requirements to modify your IT access in any way to use the e-Verify system?

NVTC: At first yes, but the current version is web-based.

DHRM: Is the verification process relatively easy to use?

NVTC: Passing a tutorial is required, but it is very easy to use.

DHRM: Have you had false negatives reported?

NVTC: None.

DHRM: How quickly do you receive verifications?

NVTC: Within seconds.

DHRM: Overall, what is your assessment of how easy/difficult it is to use the system? Has use of the system been beneficial to you?

NVTC: It's user-friendly and we would recommend the system to any employer.

Agencies may contact [Karen Smith](#) at NVTC if they have additional questions.

Statewide Pay Action Summary Report April–June 2008

Pay Action	# Actions	# Pay Adjustments	Avg. % Adjustment
Promotions	351	345	15.73
Demotion - Voluntary	52	22	-13.65
Demotion - Disciplinary	7	7	-11.74
Demotion - Performance	1	1	-5.00
Role Change - Upward	152	114	8.93
Role Change - Lateral	62	23	8.05
Role Change - Downward	14	4	-1.90
Voluntary Transfer - Competitive	492	329	9.96
Vol. Transfer - Non-Competitive	192	23	-2.17
Temporary Pay - All Reasons	247	205	7.96
End Temporary Pay	141	141	-7.92
Competitive Salary Offer	39	39	14.23
Reassignment within Band	74		
Apply/Adjust Special Rate	63	63	0.80
Disciplinary Pay Action	0		
IBA - Change in Duties Increase	299	299	6.97
IBA - New KSAs/Competencies	442	442	8.52
IBA - Retention	224	224	6.86
IBA - Internal Alignment Increase	567	562	6.20
Bonus - Change in Duties	52	52	4.56%
Bonus - Internal Alignment	1	1	10.00%
Bonus - New KSAs/Comp.	96	96	4.50%
Bonus - Retention	827	827	2.86%
Bonus - Recognition, Monetary	1681	1681	0.70%
Bonus - Recognition Non-Monetary	336	325	0.14%
Bonus - Sign-On	71	71	1.66%
Bonus - Recognition Leave	1532		0.00%
Bonus - Referral	48	48	0.87%
Bonus - Project	55	55	1.67%
Exceptional Retention Bonus Payout	5	5	7.10%
Exceptional Retention Leave Award	9		0.00%
Sign-On Leave	4		0.00%
Overall Approximate Totals	8136	6004	3.58%

There were 2681 pay increases at an average of 8.9% and 232 pay reductions at an average of -8.89% in this quarter.

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.

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