



AHRS PERIODICAL

Office of Agency Human Resource Services

Statewide Pay Action Summary Report July - September 2006

Pay Action	# Actions	# Pay Adjustments	Avg. % Adjustment
Promotions	527	519	16.07
Demotion – Voluntary	73	32	-10.52
Demotion – Disciplinary	4	4	-9.77
Demotion - Performance	2	2	-8.25
Role Change – Upward	279	234	9.18
Role Change – Lateral	83	28	8.51
Role Change – Downward	16	2	-5.00
Voluntary Transfer – Competitive	819	564	15.29
Vol. Transfer - Non-Competitive	187	22	-1.04
Temporary Pay – All Reasons	242	242	8.65
End Temporary Pay	174	174	-8.50
Competitive Salary Offer	57	57	14.14
Reassignment within Band	174	-	-
Apply/Adjust Special Rate	96	96	2.81
IBA – Change in Duties Increase	406	406	8.12
IBA – New KSAs/Competencies	474	474	5.95
IBA – Retention	620	620	7.50
IBA – Internal Alignment Increase	1588	1588	6.92
Bonus – Change in Duties	9	9	4.66
Bonus – Internal Alignment	1	1	.90
Bonus – New KSAs/Comp.	30	30	2.17
Bonus – Retention	4	4	2.36
Bonus – Recognition, Monetary	619	619	1.09
Bonus – Recognition Non-Monetary	151	-	.06
Bonus – Sign-On	40	40	3.84
Bonus – Recognition Leave	652	-	-
Bonus – Referral	4	4	.90
Bonus – Project	7	7	1.29
Exceptional Retention Bonus Payout	3	3	6.52
Exceptional Retention Leave Award	6	-	-
Sign-On Leave	15	-	-
Overall Approximate Totals	7362	5781	3.11

***There were 5,545 upward pay adjustments at an average of 6.34 %
There were 236 downward pay adjustments at an average of –7.18%***

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.

Annual Report of Pay Actions for FY 05 – 06

Pay Action	# Actions	# Pay Adjustments	Avg. % Adjustment
Promotions	1955	1928	14.42
Demotion – Voluntary	231	106	-11.20
Demotion – Disciplinary	16	16	-10.76
Demotion - Performance	8	8	-14.44
Role Change – Upward	1186	884	9.45
Role Change – Lateral	328	97	7.73
Role Change – Downward	62	4	-12.72
Voluntary Transfer – Competitive	3073	2177	10.27
Vol. Transfer - Non-Competitive	791	103	2.79
Temporary Pay – All Reasons	1084	1084	8.89
End Temporary Pay	803	803	-8.18
Competitive Salary Offer	282	282	12.51
Reassignment within Band	268	-	-
Apply/Adjust Special Rate	1376	1376	2.15
Disciplinary Pay Action	2	2	-5.00
IBA – Change in Duties Increase	1531	1531	7.20
IBA – New KSAs/Competencies	1759	1759	8.05
IBA – Retention	3271	3271	5.45
IBA – Internal Alignment Increase	6203	6203	6.53
Bonus – Change in Duties	135	135	3.43
Bonus – Internal Alignment	41	41	5.73
Bonus – New KSAs/Comp.	204	204	3.08
Bonus – Retention	190	190	4.8
Exceptional Retention Bonus	19	19	11.37
Exceptional Retention Leave	9	-	-
Bonus – Recognition, Monetary	3179	3179	.75
Bonus – Recognition Non-Monetary	373	85	.07
Bonus – Sign-On	156	156	3.02
Bonus – Recognition Leave	3659	-	-
Bonus – Referral	20	20	.78
ESP Leave Award	1	-	-
ESP Suggestion Award	2	2	1.94
Leave – Sign-On	43	-	-
Overall Approximate Totals	32,260	25,665	2.43

***There were 24,726 upward pay adjustments at an average of 5.93 %
There were 939 downward pay adjustments at an average of –10.38%***

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POLICY GUIDE

Q Status and Layoff Issues

Covered employees may be either full-time or part-time. Full-time employees may be in either F (*full time classified, 100% employee working 9, 10 or 11 months*) or Q (*full-time classified 80% to 99.99% employee working 12 months*) status. For most purposes, F and Q employees are treated the same; full state contribution to health insurance is a major example of the same treatment. In a few situations, however, such as annualized salary, employees in Q status are not identical to F employees.

Q employees are considered full-time in applying the layoff sequence that affects first wage employees, then least senior part-time restricted employees and on through least senior full-time employees. Thus, in this sequence (detailed in Policy 1.30, Layoff), F and Q employees are both treated as full-time classified employees.

However, in making placements to employees who may face layoff, Q employees may be offered viable F positions. There is no guarantee that another Q position will be available.

Employees may decline placement opportunities that negatively impact salary. For example: A Q employee at 80% is paid \$32,000 per year. His/her annualized salary is \$40,000. An offer of an F position with a salary of \$35,000 would be considered a reduction in annualized salary.

Accordingly, if the Q employee declines an F position that does not negatively impact salary or require relocation, that employee forfeits further layoff and severance benefits and is placed on separation-layoff.

Agencies wishing to change an existing, filled F position to Q status for budgetary or other reasons are reminded that such a change requires the consent of the employee in the position. Q status must either be stated in the position posting as a condition of employment or offered as an option to an existing employee. If the agency changes a position from F to Q without the employee's consent, the employee (if otherwise eligible) will qualify for layoff and severance benefits.

Liberal Leave Terminology Discontinued

The term "liberal leave" has been used in several past DHRM communications in connection with potential or perceived threats to employee safety (e.g., September 11, 2001) and during hazardous weather conditions that caused concern but did not necessitate the closure of state offices. Although this term never appeared in state human resource policy, it was formally interpreted by DHRM in a 2003 Policy Guide to mean that supervisors should be "generous" in approving unplanned annual leave requests in the event of identified potential or perceived threats to employee safety. While "Liberal leave" did not create an additional type of paid leave, some confusion resulted from the use of this term.

Accordingly, the term "liberal leave" will no longer be used in advisory communications of this nature. Instead, DHRM will reference appropriate policies to ensure that employees who leave work under these circumstances are treated consistently within and across agencies. As with any leave request, the employee's supervisor should approve the request unless there are compelling business reasons why the leave cannot be approved.

EMPLOYMENT & CAREERS

RMS Update

A new link is being added to the RMS HR Users site to provide information on changes, modifications, or updates to the RMS. At least weekly, and more often as needed, DHRM and PeopleAdmin discuss issues and concerns identified by agencies and applicants. Modifications that are made to the system or related procedures will appear on this site.

In the near future agency HR Directors will receive a short survey on the RMS. Please have this survey completed by appropriate staff. We will need only one survey response per agency.

Executive Order 9 (2002) Expires

Executive Order 9 (2002), Commonwealth Hiring Guidelines, expired on June 30, 2006. This Executive Order directed Cabinet Secretaries and agency heads to use hiring policies and procedures that would manage employment in the Executive Department without adversely affecting the delivery of essential government services. Under this Executive Order, cabinet level approval was required to fill most classified positions.

Agencies should contact their cabinet secretary for guidance regarding their current expectations for managing employment levels.

WORKFORCE PLANNING

Reporting Privatized Positions

Beginning October 1, 2006, whenever a layoff transaction is processed, the PMIS user will be prompted to specify (Y/N) whether the position is being eliminated due to privatization. This information will allow DHRM to provide information to the Secretary of Administration to meet future reporting requirements of § 2.2-203.2:1 of the Code of Virginia. Agencies will be asked next summer to report any positions that were privatized during the period July 1, 2006 to September 30, 2006. If an agency wishes to report this information sooner, it may be provided at any time to Bob Weaver, at bob.weaver@dhrm.virginia.gov.

Partitioning Reports

A new six-character field called "Partition" has been added to the position create, change, and display screens. It is defined as a "code used to partition agency data based on agency specifications to allow analysis and reporting of data in DHRM's web tools or other processes where partitioning is needed."

This field will be used to subdivide large and complex agencies for reporting purposes. The primary uses of this capability are the Training Metrics and EEO Assessment reports. The field will remain blank for most agencies; values are not required.

Agencies may request use and information on the Partition field by sending a request to the DHRM Help Desk at <http://web1.dhrm.virginia.gov/itech/>. Agencies wishing to use the field may choose one of two methods:

- First, if there are rules that will apply consistently to positions in the agency, the agency can send DHRM the rules and DHRM will be able to load and maintain the field based on those rules. For example, a rule might be that all positions in location codes 760, 085, 087, and 041 would be given the Partition value "A," with a label of "Richmond District." Any existing PMIS field(s) may be used to establish the rules.
- Alternatively, if there are not consistent rules, agencies may simply send a list of the values that they will use and then maintain the designations themselves. For example, an agency might say that its values are "A=Richmond Region," "B=Roanoke Region," and "C=Norfolk Region." DHRM would establish "A," "B," and "C" as valid values for the field and the agency could then assign one of those codes to each position. If the agency sent DHRM a spreadsheet with the value for each position, DHRM would be able to load the initial values from the spreadsheet. However, without rules, DHRM would not be able to maintain the field after the initial load.

Agencies will be able to designate employees' security access to reports for specific Partition values. For example, an agency may want HR staff in its Richmond Region to have access only to Richmond Region data. Values for the Partition field will be available on PME480 files beginning October 31, 2006.

Agencies wishing to subdivide their statistics on the EEO reports should discuss their needs with Angela Barnes-Hargress, angela.barneshargress@dhrm.virginia.gov.

Summary of Written Notices FY 2005 – 2006

The Personnel Management Information System (PMIS) Written Notice subsystem was implemented November 1, 2005. It required that all agencies enter all

written notices issued after June 30, 2005 into PMIS, enabling statewide statistical analyses of the progressive discipline system.

Below is a summary of the Fiscal Year 2005 – 2006 data as entered into the system by mid-September 2006. It considers the Group Notice levels (1 least severe, 2 moderately severe, 3 most severe), the number of reasons cited for each case (the system allows up to five to be reported), and the specific reasons cited (as allowed by the coding structure).

The number of cases having offenses in FY05-06 for which written notices were issued were:

Group Level	Number of Reasons	Count of Cases	Count of Reasons
1	1	793	793
	2	23	46
	3	6	12
	Total	822	857
2	1	647	647
	2	77	154
	3	8	24
	4	5	20
Total	737	845	
3	1	493	493
	2	18	36
	3	13	39
	4	2	8
	5	4	20
Total	530	596	

The two most frequently reported reasons associated with each level were:

Group Level	Reason Code	Reason Description	Number of Times Reported
1	1	Attendance/Excessive Tardiness	381
	11	Unsatisfactory Performance	254
2	13	Failing to Follow Instructions	384
	3	Failing to Report without Notice	85
3	31	Policy 1.05 Alcohol/Drugs	70
	4	3 Days Absent without Authority	68

The data were also examined in terms of the number of cases occurring each month.

Month	Group 1	Group 2	Group 3
July 2005	47	41	17
August	65	30	9
September	64	35	22
October	48	50	54
November	54	58	32

December	90	88	57
January 2006	81	59	44
February	88	81	52
March	72	98	59
April	77	57	76
May	72	66	50
June	64	74	58
Total	822	737	530

The above summary is provided for informational purposes only. While it is too early to determine if there is an annual pattern of offenses it may be helpful for agencies to consider their own experiences in terms of the statewide data in this report.

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 or policy@dhrm.virginia.gov

Department of Human Resource Management
Office of Agency Human Resource Services
101 N. 14th Street
Richmond, Virginia 23219
Phone: 804-225-2131 Fax: 804-371-7401