

HUMAN RESOURCE MANAGEMENT MANUAL

TABLE OF CONTENTS

OVERVIEW

- Chapter 1 Compensation Reform Overview
- Chapter 2 Authority and Responsibilities
- Chapter 3 Program Evaluation (under development)

SECTION ONE - COMPENSATION MANAGEMENT

- Chapter 4 Compensation Philosophy
- Chapter 5 Job Organization and Salary Structure
- Chapter 6 Job Evaluation
- Chapter 7 Career Group Studies
- Chapter 8 Pay Practices
- Chapter 9 Differential and Supplements (under development)
- Chapter 10 Salary Survey

SECTION TWO – RECRUITMENT & SELECTION

Chapter 11 Recruitment Guidelines (under development)

SECTION THREE – EMPLOYEE RECOGNITION

Chapter 12 Employee Recognition (under development)

SECTION FOUR – PERFORMANCE MANAGEMENT

Chapter 13 Performance Management (under development)

SECTION FIVE – EMPLOYEE DEVELOPMENT

Chapter 14 Employee Development (under development)

SECTION SIX – LEGAL ISSUES

Chapter 15 Fair Labor Standards Act (under development)

APPENDICES

Appendix A	Agency Salary Administration Plan and Agency Compensation Reform Transition Planning Checklist
Appendix B	Report: Reform of the Classified Compensation Plan
Appendix C	Employment Statuses
Appendix D	Appeals (under development)
Appendix E	Employee Work Profile
Appendix F	Competency-Based Systems
Appendix G	Skill-Based Systems
Appendix H	Development of Career Group Descriptions and Example of Career Group Description
Appendix I	Exceptional Recruitment and Retention Incentive Options
Appendix J	Survey Summary Data Sample (under development)
Appendix K	Turnover Rate Computation and Usage (under development)
Appendix L	Sample Salary Survey Format (under development)
Appendix M	Employee Recognition Policy and Rewards and Recognition Chart (under development)
Appendix N	Glossary