



COMP REFORM ACTION BULLETIN

Bulletin No. 21

TO: Agency Human Resource Directors

FROM: Sara Redding Wilson, Director
Department of Human Resource Management

DATE: March 6, 2001

SUBJECT: Pay Practices Materials

The following recently developed materials that will update your Human Resource Management Manual are being transmitted electronically to you:

- Revised Table of Contents
- Chapter 8 – Pay Practices (revised 3/1/01)
- Chapter 9 – Differentials and Supplements
- Chapter 12 – Rewards and Recognition
- Appendix I – Exceptional Recruitment and Retention Incentive Options and Chart
- Appendix M – Non-base Pay Options Chart

These documents replace or supplement the chapters and appendices that previously have been distributed and provide guidance related to the following policy information that was transmitted March 1, 2001 (Policies 1.20, 3.05, 3.10, and 4.10).

Please be aware that lump sum bonus payments resulting from pay practices, recognition awards, or exceptional incentive options may affect overtime pay requirements. More detailed information will be provided soon.

Agencies should review their Salary Administration Plans to determine if revisions are necessary based on these new materials. Since the new Performance Management process will require updating Plans by May 1, 2001, any revisions related to Pay Practices can be made at the same time.

Transactions needed to effect changes in Pay Practices are documented in the PMIS Users Manual, <http://www.dhrm.state.va.us/pmisp/pmisman.htm>. For temporary pay, please use PSE216, Agency Acting Pay, rather than PSP156, Temporary Position Role Change and Employee Change, or PSE065, In-band

Adjustment. Use of PSE216 will facilitate more accurate reporting of these transactions.

If you have any questions about this bulletin or the attached materials, please contact Pam Hill, Compensation Consultant, at 804-786-4385 or phill@dhrm.state.va.us.

Attachments

Copy: Cabinet Secretaries
Agency Heads