



AGENCY COMPENSATION REFORM TRANSITION PLANNING CHECKLIST

The Agency Compensation Reform Transition Planning Checklist (the checklist) has been developed to assist agencies in the transition to the new classified employee pay structure on September 25, 2000. In addition to the crosswalk, revised and new pay practices and new recruiting and retention incentives will become effective on this date. Materials have been developed to assist agencies in determining readiness to implement the new structure and pay practices. This checklist outlines issues that agency management should consider for the initial conversion to the new system. Additionally, the responses to this checklist will serve as the transitional document and precursor for the **Agency Salary Administration Plan**. The completed checklist is to be submitted to the Department of Human Resource Management by **September 11, 2000**.

During this transition period, agencies should begin to develop a formal **Agency Salary Administration Plan** to be completed by **December 1, 2000**. The transitional period will allow agency management time to become familiar with the new job evaluation and compensation components and begin to develop the plan based on their organizational needs.

The following are questions that should be considered and answered in order to prepare for your agency's transition to the Compensation Management System. Please choose one of the following for your response to each question: "1" – YES; "2" – NO; "3" – IN PROCESS; "4" – NEED HELP.

1. Agency Salary Administration Philosophy and Policies:

- _____ Have you developed your agency's Salary Administration Philosophy to support your agency's mission and be consistent with the Commonwealth's Compensation Philosophy?
- _____ Have you reviewed your internal policies, practices and systems to determine what needs to be modified?
- _____ Have key managers who will be involved in the decision-making process received training?
- _____ Have you defined the role of the Human Resource office?
- _____ Have you reviewed Section 4-6.01 k of the 2000 Appropriation Act dealing with funding of promotions, reallocations, and In-Band Adjustments? (See Attachment A)

2. Recruitment and Selection Process:

- _____ Have you determined how your agency will use job titles for advertisement purposes?
- _____ Have you decided what are the most important factors to be taken into account in determining hiring ranges (e.g., agency business need, market availability, budget implications, internal salary alignment), and how this range will be advertised (e.g., use the entire pay band, use the minimum of the pay band only, use a portion of the pay band)?
- _____ Have you reviewed the “Guidelines for Posting Classified Positions” ? (See Attachment B)

3. Pay Practices Process:

- _____ Have you determined how your agency will implement each of the new pay practices (e.g., standardization versus flexible administration) during initial conversion/implementation process?
- _____ Have you developed an approval process in your agency for pay decisions? For example, who will have responsibility for approving pay decisions?
- _____ Have you communicated this approval process to employees?
- _____ Have you developed an internal reporting process to monitor pay practices implementation during the fiscal year?
- _____ Have you developed internal controls for your agency to ensure fiscal approval?
- _____ Have you completed the chart from Section VI., “Agency Salary Administration Plan Guidelines”? A completed copy should be submitted with this completed checklist. (See Attachment C)

4. EEO Statement:

- _____ Have you checked to make sure your pay practices processes are consistent with your agency’s EEO statement?

5. Communication/Training Plan:

- _____ Have you developed a communication/training plan that specifically addresses various agency audiences (e.g., senior management, middle management, supervisors, employees)?

- _____ Have you integrated your agency checklist for pay practices with the content of the training/communications materials for each of your audiences?

- _____ Have you developed timeframes for each of these communication/training strategies?

- _____ Have you identified trainers for your Compensation Reform implementation?

- _____ Do you have a process in place to address employee questions/concerns?

- _____ Have you designated who will be the agency's primary contact for agency Compensation Reform issues?
Name: _____ e-mail: _____
Title: _____ Phone: _____

6. Performance Process:

Performance Management will be implemented as Phase II of the Compensation Management System. Once guidelines are complete, you will be provided with additional guidance on developing your agency's Performance Management Plan.

I affirm that this agency has addressed the above items in preparation for the transition and implementation of the Commonwealth's new Compensation Management System on September 25, 2000. Also, I understand the importance of not using the new pay practices until such time that managers and employees understand them and have received information and training on them.

Signature of Agency Head

Date

Signature of Human Resources Director

Date

Agency Name