



C O M P R E F O R M

A C T I O N B U L L E T I N

Bulletin No. 9

TO: Agency Human Resource Directors

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

DATE: September 12, 2000

SUBJECT: The Crosswalk – Communication to Employees and
Overtime Code Assignments

Comp Reform Action Bulletin No. 4 included a copy of the draft Crosswalk List to help you plan for implementing the Commonwealth's new job structure. A copy of the final Crosswalk List for all state job classes is attached. All employee records on PMIS and CIPPS will be updated automatically on September 25, 2000 according to this list.

Communication to Employees

It is your responsibility to let your employees know their new Role titles. Below is a sample communication format that you may use. Please remember that agencies may need to correct allocations resulting from this crosswalk after September 25 as described in Bulletin No. 4. You should consider these corrections prior to issuing employee notifications to ensure their accuracy. The recommended timeframe for crosswalk communication is September 25 through October 16.

Agency Prototype: Crosswalk Communication

Employee: _____

As a part of implementing the new statewide Compensation Reform, employees in their previous position classifications automatically moved ("crosswalked") to new Role titles on September 25, 2000.

Your previous classification was _____, and it has been converted to the Role title of _____ in pay band _____. With Compensation Reform, work titles also may be used to help describe the more specific job duties assigned to a position.

Your salary and your eligibility for overtime and/or compensatory leave remain the same with the conversion.

If you have questions, please contact _____.

DHRM will produce an agency crosswalk list by job class and by individual employee based on employee records as of September 16, 2000. We anticipate that this information will be available on September 20, 2000, but no later than September 25, 2000. It can be accessed at <http://hurman.state.va.us/files-depot.html>. If you are not a registered user of this site, you may register at <http://ihelp.state.va.us/html/register.html>.

The class listing will be titled "Crosswalk_by_Class-00AAA-09162000.txt". The employee file listing will be titled "Employee_by_Class-00AAA-09162000.txt". ("AAA" represents the agency code.)

Overtime Code Assignments

Under Compensation Reform, agencies will continue to have responsibility for reviewing each individual employee's duties to determine whether the position is exempt or non-exempt from the overtime requirements of the Fair Labor Standards Act (FLSA).

Below are the authorization codes (Y, C, and N) to pay overtime after the September 25, 2000 conversion to Roles.

- Roles in Pay Bands 1, 2, and 3 will be designated as Y, or eligible for time and one-half overtime.
- Roles in Pay Band 4 will be designated C, or eligible for straight-time overtime.
- Roles in Pay Bands 5 and 6 will be designated as C or N, depending on their titles:
 - Roles *with* the word "Manager" in their Role Title will be designated as N.
 - Roles *without* the "Manager" designation will be designated C.
- Roles in Pay Bands 7, 8, and 9 will be designated N, or not eligible for overtime without DHRM approval.

As a result, in some cases, former job classes that were pre-approved for straight-time overtime will no longer have pre-approval. An example would be a former grade 12 job class that is now in Pay Band 5 and now has Manager in its Role Title. Agencies will need to submit P-14 requests to DHRM in order to pay overtime to employees in Roles designated N.

Agencies needing DHRM assistance with their crosswalk transactions should contact Rue White, State Compensation Consultant, at 804-225-3465 or E-mail her at rcwhite@dhrm.state.va.us.

Please let me know if you have any questions about this Bulletin.

Thank you.

Attachment: Final Crosswalk List

Copy: Cabinet Secretaries
Agency Heads