

May 10, 2000

TO: Human Resource Directors

FROM: Sara R. Wilson

SUBJECT: Compensation Reform Communications and Training

One of the keys to successfully implement the Compensation Reform system for classified employees is to ensure delivery of comprehensive information and training to senior leaders, managers, and other employees in the Commonwealth of Virginia workforce. Accordingly, each agency and institution must design communications and training strategies that meet its needs. The Department of Personnel and Training and a contingent of team members from a broad spectrum of agencies and institutions are committed to support you by providing information, training materials, and other resources. Our intent is to broadcast and distribute a series of communications, through a variety of media, to inform employees about the Compensation Reform system.

Accordingly, an overall strategy has been developed which includes several components such as career group description workshops, American Compensation Association (ACA) training and critical compensation reform training. In addition, general overviews and informational meetings will be provided as needed to augment the various training events.

Workshops for Those Reviewing Career Group Descriptions

We will offer a ½ day workshop regionally in May-June, 2000 for those reviewing career group descriptions for your agency. The workshop will focus on “hands-on” reviews of draft career group descriptions and explanations of the process for developing, refining, and using the descriptions as a part of Compensation Reform. There will be no cost to you for this workshop. Details will be provided to you soon. **For planning purposes, please let us know the approximate number of individuals from your agency who will attend the workshop by completing the information on the attached form.**

American Compensation Association Training for Human Resource Staffs

Fundamental compensation training for agencies' human resource professionals will be provided through the American Compensation Association. We will offer two one-day courses, *Compensation Fundamentals* and *New Strategies and Applications for Public Sector Compensation*. Please visit the DPT web site at www.dpt.state.va.us for detailed information about these courses. We anticipate offering the two courses at regional locations in late June and July 2000. There will be no cost for participants to attend these two courses. We are encouraging all human resource professionals to gain a basic understanding of public sector compensation, so they can better understand and support the implementation of Compensation Reform. **For planning purposes, please let us know the approximate number of HR staff from your agency who will attend the courses by completing that information on the attached form.**

Compensation Reform Training for Trainers

Specific Compensation Reform training for trainers will occur in three phases. The initial training, Pay Structure and Pay Practices, will begin in August and continue through late fall, 2000. The next training phase, Performance Management, will likely begin in early January and last through February 2001. The final phase, Performance Assessment, of Compensation Reform training is scheduled for late summer 2001.

We recognize there will be a continuing need for you to communicate and train your workforce on Compensation Reform, as the system evolves and new hires occur. Our Compensation Reform communications and training workgroup will address those continuing needs. Accordingly, we need information and nominations from you now, so we can better plan the series of statewide Compensation Reform train-the-trainers' sessions:

Pay Structure and Pay Practices

- The first phase will be multiple three-day train-the-trainers' sessions, which will be provided for prospective trainers starting in early August 2000. The first programs will provide prospective trainers with training packages that present an overview of Compensation Reform and details of the pay structure and pay practices. These and all subsequent training packages will be targeted for employees, managers, and senior leaders.

Performance Management

- The second phase of train-the-trainers' sessions will begin late this fall. Trainers will receive instruction and training packages that address performance management under the Compensation Reform system. We anticipate this being a one-day program.

Performance Assessment

- The third and final phase of train-the-trainers' sessions will begin in August 2001. Trainers will receive instruction and training packages that address performance assessment under the new Compensation Reform system. Again, we anticipate this being a one-day program.

Attached is an enrollment form to register individuals whom you want to be Compensation Reform trainers. We recommend you use the same individuals as trainers for all three Compensation Reform training phases, to provide continuity, develop expertise, and help build trust in the system. Listed below are some criteria for you to consider in selecting compensation reform trainers. These individuals:

- Should be volunteers (explain what's in it for them and professional development opportunities)
- Should be credible within agency (respected and trustworthy)
- Should be flexible/adaptable
- Should have strong interpersonal skills (e.g., listening skills, conflict resolution skills, sensitive to issues of importance to others, empathetic)
- Should have a basic understanding of compensation and performance management systems
- Should be aware of time commitment to be trained, prepare for training, and deliver the training (August 2000 - October 2001) and support from their supervisor
- Should expect to co-facilitate the training
- Should have planning and organizing skills

Please return the completed form **by Wednesday, May 17, 2000** to Debbie Jackson, DPT, 101 N. 14th Street, 12th Floor, Richmond, VA, 23219 or fax it to her, (804) 371-7401.

Compensation Reform presents new opportunities and challenges for the Commonwealth's human resource community, leaders at all levels, and our workforce. Through a collaborative approach we can successfully implement the new pay plan. More information and communications will be provided to you on a continuous basis.

Attachment

Cc: Cabinet Secretaries

Agency Heads

WORKSHOP FOR THOSE REVIEWING CAREER GROUP DESCRIPTIONS

Please plan on approximately ___ number of HR staff attending the half-day workshop.

AMERICAN COMPENSATION ASSOCIATION TRAINING

Please plan on approximately ____ number of HR staff attending the two one-day courses, *Compensation Fundamentals* and *New Strategies and Applications for Public Sector Compensation*.

COMPENSATION REFORM TRAIN-THE-TRAINER TRAINING

Please plan for the following individual(s) to be our agency's training representative for Compensation Reform:

Name	Position	Phone #	Fax #	e-mail	Trng. Location *

If you wish to submit additional names, make a copy of this form and attach the additional names.

Name of Person Completing Form: _____

Agency Name: _____

Agency Address: _____

Telephone Number of Person Completing Form: _____

E-mail Address for Person Completing Form: _____

RETURN FORM BY MAY 17, 2000, TO DEBBIE JACKSON, DPT, 101 N. 14TH STREET, 12TH FLOOR, RICHMOND, VA, 23219 OR FAX IT TO HER, 804-371-7401.

* Indicate the most convenient location for this person to receive training. The location codes are R=Richmond; NV=Northern Virginia; T=Tidewater; SW=Southwest Virginia (most likely the Roanoke Valley).