

**PAY PLAN POLICY (DOP-P12)**  
**SUMMARY OF AMENDMENTS**

The following is a summary of proposed amendments to the Pay Plan Policy (DOP-P12). This summary does not include technical amendments which merely correct errors in spelling, grammar, punctuation, and/or other such corrections. Reference is made to the sections of the Rule which have been amended. The reference number reflects the current proposed number, unless otherwise specified.

<b><u>REFERENCE</u></b>	<b><u>SUMMARY</u></b>
III.A.	Added that employees transferring from an agency that is statutorily exempted from the Division of Personnel (DOP) shall be determined based on the provisions of this section.
III.A.3.	Clarified that the timeframe was calendar days.
III.A.3.b.	Added language that if an employee's former salary was above the maximum of the compensation range and the employee is returning to the same position in the same classification, the employee may return to the previous salary.
III.B.	Added Lateral Class Change to this section.
III.B.1.	Changed the amount of increase for a promotion and reallocation to 7% upon each pay increment to a maximum of 35%. Clarified that one pay increment may be provided to those employees who are being promoted but have a salary over the maximum of the compensation range.
III.B.3.	Added language clarifying that a settlement agreement for back wages will not be certified by the DOP for reallocation if the classification determination and corresponding personnel transaction are completed within the timeframes established by the DOP <i>Settlement Agreements Policy</i> (DOP-P24).
III.B.4.	Added language that any employee who receives a lateral class change shall be paid the same salary received prior to the change except in cases where the change is to an agency or job class for which the Board has approved, or the Legislature has authorized, a higher compensation range for the job class.
III.B.5.	Clarified that an employee who is demoted shall not receive discretionary incremental increases for experience or training above the minimum qualifications in the class specification.
III.B.6.	Added language clarifying that an employee who was demoted and did not have his/her salary reduced by one (1) pay increment who is subsequently promoted or reallocated shall receive a salary increase

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- only to the extent that they would have received a salary increase had they not been demoted or reallocated to a lower compensation range.
- III.E. Added language regarding special plans of implementation on state-wide reclassifications. Any special plan of implementation request cannot exceed the maximum an employee would receive on a reallocation, and discretionary incremental increases for experience or training above the minimum qualifications of the class specification are not available. Any such request is subject to approval by the State Personnel Board. Provided that the Board may authorize a special plan of implementation without regard to the above limitations for agency specific reclassifications.
- III.F. Added language to state that an Internal Equity discretionary increase is not limited to a total maximum of 20% in any 12-month period. Also, clarified that if an employee's salary is above the maximum of the compensation range, the employee is not eligible for a discretionary increase.
- III.F.2.a.4. Added training.
- III.F.2.a.5. Removed the requirement that employees have comparable public and/or private sector experience and added that the employees must have comparable relevant experience to the classification.
- III.F.2.7. Added that the employee being paid 20% less shall not have had any disciplinary action taken in the last twelve (12) months.
- III.F.2.c.1. Changed comparable experience to mean employees who have ten (10) years or less experience may be compared to other employees who are within five (5) years of experience.
- III.F.2.c.2. Changed comparable experience to mean employees who have more than ten (10) years of experience may be compared to other employees who are within ten (10) years of experience.
- III.F.2.c.3. Changed comparable experience to mean employees with greater years of experience may be compared to employees with less experience who are paid a minimum of 20% more than the employee with greater years of experience.
- III.F.4.b. Changed the amount of the salary adjustment for a Competitive Salary Offer to be up to 10%.

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- III.H.2. Added language to all employees to receive compensation above the maximum of the compensation range of the job class of the position they occupy as a result of legislative mandates or other exceptions approved through the Board.
- Appendix A Administrative. Changed the definition to allow for that term to mean working with a mission or program of an agency or subcomponent thereof that supports the agency's mission or program.
- Appendix A Clerical. Changed the definition to be more in line with clerical duties of the modern office.
- Appendix A Span of Control. Changed the definition to be in line with the definition of Supervisor.
- Appendix A Supervisor. Changed the requirement from supervising three (3) employees to two (2) employees.