



COMPENSATION REVIEW (Following a Maintenance Review) Frequently Asked Questions (FAQ's)

Once Classification has finalized a Maintenance Review, the final slotting of employees is provided to Compensation. A Compensation Review is completed in accordance with the Merit Rules and Budget Epilogue.

The outcome of the Review for employees in the position at the time of the review will result in either a promotion or no change in pay grade. Paygrade and salary will not be reduced while the position is filled.

FAQ's

1. What is the purpose of a Compensation review following a maintenance review?

- This is a one-time opportunity to review all classes included in the maintenance review, at the same time, to determine Compensation in accordance with the Merit Rules and Budget Epilogue. (This Compensation review does not apply to union covered employees which are paid in accordance with the associated contract).

2. How is Compensation determined?

- Compensation is determined by conducting a statewide assessment.

3. How is a statewide Compensation assessment conducted?

- Compensation completes an assessment of the employees' relevant education, training, certifications and experience relative to how the employee EXCEEDS job requirements.
- Next, compensation reviews the employees' related education, training and experience relative to how it compares to ALL employees in the same class.
- When supported, employees are slotted in 5-year experience intervals.

4. When completing an assessment of how an employee exceeds job requirements, what is considered?

- State employment (current and/or former)
- Non-state employment (current and/or former)
- Full-time and Part-time employment (part-time work is prorated).
- Education, Training, Professional Licenses and Certifications

All factors considered are based on exceeding job requirements.

5. How is overlapping experience counted?

Overlapping employment dates are counted if they are relevant to the job requirements but will not be counted as more than one full-time job for the specific time period.

6. If I make the same salary as a co-worker before the Review, will I make the same salary after the Review?

This will depend on the results of compensation assessment described under FAQ #3.

7. Will all employee salaries increase because of a maintenance review?

This depends on many factors, but not all employee salaries increase.

8. What are factors that contribute to an employee not receiving an increase in salary?

- When the assessment of qualifications was completed, it was determined the employee's current salary (if there was no pay grade increase) or the employee's entitled promotional increase (if there was a pay grade increase) already equaled or exceeded the slotting band within which they would slot based on their relevant education and work experience.
- Employee does not exceed qualifications.

9. Why was an employee slotted at 80% of midpoint (75% of midpoint for SMV)?

In accordance with Merit Rule 4.4.2, employee qualifications must **exceed** the job requirements; therefore, if an employee does not exceed the job requirements, they will be placed at 80% of midpoint (**75% of midpoint for SMV**).

10. Am I guaranteed to make more than my direct reports?

The Merit Rules do not prohibit report-to employees from having higher salaries than their supervisors.

11. Why does an employee make close to or more than my salary as a supervisor?

- The report-to employee has longevity with the State and has received numerous pay increases throughout their career.

- The report-to employee has significant experience and received an advanced starting salary when entering their current class.
- The supervisor did not exceed job requirements and was not entitled to an advanced starting salary.
- The supervisor has minimal years of experience and their salary reflects the appropriate salary and percent of midpoint.

12. How long will it take before I see a salary increase, if applicable?

The implementation of the Review is based on many factors.

1. The size of the review and number of positions being reviewed.
2. Whether the request requires the DHR Secretary approval only.
3. Whether the request requires the Office of Management and Budget and Controller General approval.

Once approvals are granted, Compensation notifies agency human resources (HR) of the approvals for distribution.

13. What date is the Compensation Review effective?

The effective date of the maintenance review.

14. Can I appeal the decision of my Compensation review?

There are no formal appeal rights for a Compensation Review.

15. Who do I contact if I have questions about my salary relevant to the Maintenance Review?

Contact your Agency Human Resource Business Partner.