



**State of Delaware
Department of Human Resources**

Labor Relations (LR) - Compensation Request Form	
DHR Statewide Operating Procedure #: To be assigned	Authority:
Effective Date: April 1, 2021	Supersedes: N/A
Requestor and Copy DHR Secretary	
<p>The following request is being submitted by the LREP representative with a copy to the Secretary, Department of Human Resources:</p> <p>_____</p> <p>Labor Relations Specialist/Director, LREP Division Date: _____</p>	
Part 1: Introduction/Description/Instructions	
LR Request of Statewide/Central Compensation for Compensation Documentation Creation or Modification	
<p>The Compensation Implementation Request form must be submitted with any supporting documentation and approved prior to any salary plan creation or revision being initiated by Statewide/Central Classification & Compensation. The form will need to include:</p> <ul style="list-style-type: none"> an attached Collective Bargaining Agreement (CBA) or a Tentative Agreement with all relevant changes included signed by authorized Union Unit representative(s) and State and Agency representatives(s); excel spreadsheets for each remuneration (pay tables, pay in grade steps, skill levels, etc. as applicable), by each CBA; list of classifications, by title and job code, included in the CBA; and examples of salary changes for employees, including calculations for any exceptions. 	
<p>DHR LREP Division representative requesting Compensation change:</p> <p>_____</p> <p style="text-align: center;">LREP Contact Name Contact Email Contact Phone Number</p>	
Part 2: Unit and Agency Application	
Unit(s) and Agency(ies) Information	
<p>1. Union Bargaining Unit Name: _____</p> <p>2. Department/Division/Section : _____</p> <p>_____</p> <p>3. Department/Division/Section (budget number): _____</p> <p>4. CBA Effective Dates: Start date: _____ Expiration Date: _____</p> <p>5. Actual start date of Compensation: Year 1: _____ Year 2: _____ Year 3: _____</p> <p>6. Provide Salary Administration Plan(s) (SAP): _____</p> <p style="padding-left: 20px;">Enter NEW if this is the first time for negotiated compensation and SAP not required.</p>	

Part 3: Summary and Supporting Documentation

Provide a summary of the changes requested , supporting documentation for this request and its effective date such as signed Collective Bargaining Agreement, Local Contract, epilogue reference, etc.

Summary of changes requested:

Examples: Unit 11 DOC CO's and Unit 11 DSCYF CO's shall receive either the minimum annual salary identified on the attached pay tables¹, movement to the next step or a 2% increase whichever is greater. Unit 11 Administrative staff (non-CO) shall receive a 2% increase for each CBA year. The Pay Scale Minimums are to be adjusted per the new minimum negotiated. The Pay Scale Midpoints and Maximums remain unchanged.

Attach all supporting documents and list in next field:

Required: list of administrative classifications, by job title and job code.
Examples: TA signed by all parties; CBA signed by all parties; DOC CO's spreadsheets for each year of the CBA; DSCYF CO's spreadsheets for each year of the CBA; list of administrative classifications, by job title and job code, receiving flat 2.0% increase.

¹ Excel Tables must be created using the rounding formula to the desired decimal not to exceed 2 decimals for annual rates.
 Rounding Formula and =ROUND(Formula Action, number of decimals)

Part 4: Updates Requested

Select updates being requested by placing an “X” in the column to the left of action.

<input type="checkbox"/>	Salary Plan/Grade/Step table updates
<input type="checkbox"/>	Update Employee Records - default the State, Local, etc. Rate Code amounts from the Salary Plan/Grade/Step Table
<input type="checkbox"/>	Update employee records by applying pay change per CBA
<input type="checkbox"/>	Are there any eligible employees that need to be excluded from the mass update?

Part 5: Examples Salary Change for Employees

Provide examples of salary change and sequencing for employees, including calculations for any exceptions. Add additional lines as needed.

<i>Salary Admin Plan Code</i>	<i>ITEM</i>	<i>Detail</i>
<i>Example: U10D</i>	<i>Specific Sequence to be used for the roll in of Haz Pay to base wage and salary increase and to the incumbents in the SAP.</i>	<i>Current Pay Grade minimums * % increase plus Haz Pay.</i>
<i>Example: U09</i>	<i>Exception to Salary DNREC Enforcement Recruits PG 7.</i>	<i>Recruits are not covered by CBA wages display on pay table merely as a place holder. They are entitled to the Merit increases only.</i>

Part 6: Exceptions to Instructions Above

List employee salary change(s) and sequencing (if multiple increases, order of which is added first). Please include calculations for any exceptions. Add additional lines as needed.

Example: Employee Information (repeat as needed)		Example: Calculations (provide detailed math)	Example: Notes
Empl ID	000000	=34,000*1.5=35,700+4620=40,320	<i>Salary * % increase plus Haz Pay Example of U10D salary increase and Haz pay roll in</i>
Current Salary	34,000		
End Salary	40,320		
Empl ID	000001	<i>Not entitled to Union increase</i>	<i>Defer to Merit increase</i>
Current Salary	34,000		
End Salary	34,000		
Employee Information (repeat as needed)		Calculations (provide detailed math)	Notes
Empl ID			
Current Salary			
End Salary			
Empl ID			
Current Salary			
End Salary			
Empl ID			
Current Salary			
End Salary			
Empl ID			
Current Salary			
End Salary			

Part 7: Additional Information/Considerations

Provide any additional information regarding this request: