

SUMMARY OF AMENDMENTS

The following is a summary of proposed amendments to the Pay Plan Implementation Policy. 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.

REFERENCE

SUMMARY

I.	Moved the language relating to discretionary increases to Section F.
I.G.	Added language to be consistent with the Division of Personnel (DOP) Administrative Rule (143CSR1).
I.M.	Removed and added language to be consistent with the Administrative Rule.
I.U.	Removed language to be consistent with the Administrative Rule.
III.A.1.	Changed pertinent experience to qualifying experience. Added language to authorize the appointing authority to determine what additional experience is qualifying.
III.A.2.	Changed pertinent to qualifying.
III.A.2.b.	Removed the paragraph defining pertinent experience.
III.A.2.c.	Removed the paragraph requiring the Director of the to evaluate the documentation to determine whether the applicant's experience was pertinent.
III.B.2.	Added language clarifying that additional pay increments may be provided under this section. Added language to authorize the appointing authority to determine whether the employee's experience exceeds the minimum requirements. Changed pertinent to qualifying.
III.B.4.	Added language to clarify this section applies to permanent classified employees. Added language to authorize the appointing authority to provide additional pay increments as established in III.B.2. of the policy.
III.B.6.	Added language to clarify that additional pay increments as outlined in III.B.1. of the policy is permissible under this section at the discretion of the appointing authority.
III.F.	Added language to clarify that the increases are discretionary and subject to authorization or limitation by the Governor's Office, appointing authority and/or State Personnel Board. Changed the maximum amount of discretionary increases to 20% within a 12-month period. Added language that a discretionary increase request must include Employment Performance Appraisal (EPA) information reflecting

an average score of 3 (Meets Expectations) as evidenced by the EPA cycle for requests submitted under III.F.1, III.F.2, and III.F.6.

- III.F.2. Added language regarding the EPA cycle. Added language that authorizes the appointing authority to determine whether the employees have comparable training and experience based on the minimum qualifications and duties performed and the EPA appraisal scores.
- III.F.2.a. Moved language that required the employees to have comparable education/training, experience, and duties and responsibilities.
- III.F.2.e. Moved language relating to comparable years of experience.
- III.F.4. Modified the language that required the positions to have the same duties to state the duties must be substantially comparable.
- III.F.4.b. Modified the amount of the salary adjustment from 10% to 20% of the employee's current salary.
- III.F.4.c. Added language to accept written bona fide offers of employment that come from the prospective employer's email account.
- III.F.5. Modified the amount of lump sum payment from one month to two month's salary.
- III.I. Modified language to allow for a total maximum in-range adjustment of 20%.
- Appendix A.5. Added a definition of Complex.
- Appendix A.8. Added language that a job audit may be performed virtually.
- Appendix A.10. Changed the word "monitoring" to "supervising."
- Appendix A.17. Removed the term Seasonal Employment.
- Appendix A.18. Removed the language relating to seasonal employees. Added language to clarify part-time equivalent is counted in the span of control. Added language to clarify that temporary employees are not considered in the span of control analysis.
- Appendix A.19. Added language to clarify part-time equivalent employees are considered in the determination of whether the position supervises. Clarified the role of the supervisor. Removed language relating to seasonal employees.