

# State Classified System Personnel Rules & Regulations 2021 Revision Chapter 7 Guidance

NEBRASKA

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# REASONS FOR CHAPTER 7 ADDITIONS

- To provide more paths to state teammates for performance-based career progression and compensatory rewards.
- Intentional enhancements were made to both attract and retain talent through:
  - Strategically planned career progression by defining the circumstances for promotions – Chapter 7.03.01(A)(i) & (ii)
  - Harmonizing the criteria for rates of pay for external and internal hires – Chapter 7.003.01(B)(v)
  - Rewarding teammates' sustained high performance – Chapter 7.04(F)

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# GENERAL GUIDANCE

- Studies show that job-seekers strongly desire employers who strategically invest in their career pathing, development and progression.
- These new provisions are intended to provide tools to agencies for both short-term and long-term workforce planning/development and career progression strategies.
- As agencies submit requests based on this new provisions, supporting documentation must reflect a well-thought, developed and successfully executed workforce strategy.
- Agencies are strongly encouraged to proactively develop their strategic plans, processes and procedures that incorporate the factors of workforce planning, career progression, talent development, and compensation in ways that can be objectively measured and effectively executed.
- The State Personnel Director will review and base decisions on supporting documentation that demonstrates strategic planning and execution that is objective, measurable and data-driven.

# 2021 Rules – Chapter 7 Sec. 003.01 (A)

## 03. PAY RANGE CHANGES.

### 03.01 PROMOTIONS.

003.01(A) an agency head may promote an employee to a higher pay range under the following circumstances:

- (i) A non-supervisory employee has held same role for three years; or
- (ii) The employee exceeds expectations of current role and meets minimum qualifications of the pay range.

## Related Definitions:

01.39 PROMOTION. Movement of an employee from one class to another class at a higher pay range with increased duties and responsibilities.

01.34 PAY RANGE. A range of pay for each classification with a Hiring Rate and a Maximum Rate.

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# 2021 Rules – Chapter 7 Sec. 003.01 (A)

- The 2006 Rules did not delineate under which circumstances an “upward” Salary Grade Change (Promotion) could take place.
- The 2021 Rules now define specific circumstances that may warrant the consideration of an agency head to promote a teammate:
  - (i) A non-supervisory employee has held same role for three years; or
  - (ii) The employee exceeds expectations of current role and meets minimum qualifications of the pay range.

- Both Chapter 7 provisions, 03.01(A)(i) & (ii), apply to promotional pay range changes resulting from either a teammate being hired into a position with a higher pay range or being reclassified into a classification with a higher pay range\*.
- (i) defines a basic structure for career progression plans for non-supervisory teammates. A 3-year time frame is a sufficient period for people leaders and teammates to proactively plan and assess teammates' career progression options (see following example).
- (ii) was implied in the 2006 rules and understood as the typical promotional circumstances either through the posting, selection and hiring process or through the reclassification process.

\*NOTE: Established promotional, hiring and reclassification processes apply.

## EXAMPLE

### Office/Clerical

#### JOB FAMILY

While the “Work” always determines classification levels, strategic career planning is what prepares teammates with the knowledge, skills, abilities and experience needed for next level opportunities.

Level 1

Office Technician

Level 2

Office Specialist

Level 3

Administrative Technician

Level 4

Administrative Specialist

#### Suggested Career Planning:

- Contemplate next level opportunities.
- Collaboratively formulate a career development plan (Build into annual SMART goals).
- Create timely milestones based on the 3-year career review cadence.
- Check-in regularly (People Leader and Teammate)

- Since this new provision only defines circumstances for promotions, the current mechanisms of reclassification or promoting into a new position are still applicable.
- This provision encourages agencies and teammates to be proactive and collaborative in career planning so that teammates are prepared for next level opportunities.
- Planning and executing strategic career progression advantages teammates, agencies and the entire enterprise by building a talent bench ready for next level opportunities.
- Being able to produce a substantiated career plan with documented development of knowledge, skills and experience builds a strong case for advancement when teammates are presented with next level opportunities.



# CREATING AND SUBMITTING CHAPTER 7.003.01(a)(i) PROMOTION REQUESTS (Reclassification)

## Data for Supporting Documentation:

- Execution of Career Development Plan
- Annual Performance Reviews (SMART Goals)
- Noteworthy Projects, Initiatives & Assignments
- Level of Work

## Request Procedure:

- Compile supporting documentation per above factors.
- Complete and submit PDQ with supporting documentation to [DAS.ClassandComp@nebraska.gov](mailto:DAS.ClassandComp@nebraska.gov)
- State Personnel will review the request and issue a decision.

# 2021 Rules – Chapter 7 003.01(B)(v)

003.01(B)(v) The Director may approve an agency head request for an increase in excess of 10%, as outlined in Chapter 7, subsection 001.02.

## Justification Factors:

01.02 WRITTEN PERMISSION REQUIRED. Agency heads may offer a salary above the minimum permanent rate with written authorization from the Director. Factors the Director may consider in authorizing an above-permanent rate offer include:

- (A) Recruiting difficulties for the position;
- (B) Unique skills and/or experience of the candidate that exceed a typical applicant;
- (C) How the requested salary compares to other agency employees occupying the same class or class series;
- (D) Salary market information; and
- (E) Operational impact to the State if this applicant is not hired.

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# 2021 Rules – Chapter 7 003.01(B)(v)\*

- This provision harmonizes the two hiring scenarios by affording agencies the ability to apply the same considerations in determining hiring rates of pay for both external and internal candidates as listed in Chapter 7, subsection 001.02.
  - Per the rules promotional calculator, the default promotional rate is 10% per pay range. This new provision allows for agency heads to request a promotional increase in excess of the 10% per pay range for internal candidates.
- \*NOTE:** Established promotional, hiring and reclassification processes apply.

* Key
< +4.9% = Lateral Transfer
+5-9.9% Difference = Up to 10% increase
+10-14.9% Difference = Up to 20% increase
+15-19.9 Difference = Up to 30% increase
If difference is greater than 20% - up to 30% increase
Any increase over 30% requires State Personnel approval

# CREATING AND SUBMITTING

## CHAPTER 7.003.01(B)(V) PROMOTION REQUESTS

### Data for Supporting Documentation:

- Recruiting difficulties for the position;
- Unique skills and/or experience of the candidate that exceed a typical applicant;
- How the requested salary compares to other agency employees occupying the same class or class series;
- Salary market information; and
- Operational impact to the State if this applicant is not hired.

### Request Procedure:

- Complete and submit an above-hire request with supporting justification to [DAS.ClassandComp@nebraska.gov](mailto:DAS.ClassandComp@nebraska.gov)
- State Personnel will review the request and issue a decision.

# 2021 Rules – Chapter 7 Sec. 004(F)

04. SALARY ADJUSTMENTS WITHIN GRADE. Agency heads may request salary adjustments (up or down) for their employees, from the Director. Reasons for such requests may include the following:

- (A) Internal pay equity within an agency for similar jobs with disparity in pay;
- (B) If hiring above minimum permanent due to superior qualifications causes inequity for current, equally qualified staff;
- (C) If a single position within a class has unique responsibilities/skill requirements which significantly distinguish it from others in the class;
- (D) Retention issues (i.e., high turnover, market issues);
- (E) Increased workload that is considerable, yet does not warrant reclassification (i.e., lead worker responsibilities); or
- (F) To reward sustained high performance.

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# 2021 Rules – Chapter 7 Sec. 004(F)

- This addition provides another means to reward high-performing teammates through an in-grade pay adjustment.
- This is in addition to any general annual Pay-For-Performance increases.
- Qualifying Criteria:
  - Related specifically to performance.
  - Sustained minimally for three consecutive annual review (calendar) years.
  - Documented objectively per these contributing factors:
    - Innovation
    - Initiative
    - Distinguishing Contributions
    - Differentiation from Peers
    - Excellence in Execution (SMART Goals, Projects/Deliverables)
    - Models the Core Values of the State of Nebraska

# CREATING AND SUBMITTING

## CHAPTER 7.004(F) IN-GRADE REQUESTS

### Request Procedure:

- Collect and compile supporting documentation per the qualifying criteria.
- Complete and submit an In-grade Salary Adjustment Request with supporting documentation to [DAS.ClassandComp@nebraska.gov](mailto:DAS.ClassandComp@nebraska.gov)
- State Personnel will review the request and issue a decision.