

FREQUENTLY ASKED QUESTIONS:

As agencies pose questions, State Personnel will continue to update this section of the guide with frequently asked questions.

1: What is needed in Workday for an employee demoting back to the same classification they promoted from?

Refer to NAPE 11.9 paragraph 5 and FOP 11.7 paragraph 5 for direction to determine wage. When processing the event, note the event that you're using NAPE 11.9 or FOP 11.7 and upload the Employee Relations compensation guide document indicating how the employee's wage was calculated.

2: What is needed for the Workday event when a former employee is rehired?

A former permanent employee returning to the same classification they previously held may be rehired at a salary that is up to the same step or percentage into the range as their former classification; specific direction will vary. See related contracts as indicated below for direction. When an employee is rehired at the same wage or step, they previously held, they must be returning to the same classification and bargaining unit the employee last held.

Ensure that a comment is included on the Workday event with the contract and article used, with indication of how the wage was determined. **See NAPE 11.10, FOP 11.8 or Rules & Regs - Chapter 7.001.04**

3: How do I process a rehire event in Workday for an employee that left before consolidation in July 2021 and are now returning to the same position or job they previously held?

NAPE 11.10, FOP 11.8 and Rules/Regs Chapter 7.001.04 is applicable to an employee that is rehired up to a salary or step as their former classification; see related contract for specific direction. When determining if an employee is returning to the same exact classification after consolidation, refer to the consolidated classes. This direction is applicable to rehired employees returning to the same exact classification they previously held.

Ensure that a comment is included on the Workday event indicating which contract and section is used, the previous and consolidated classes of the rehire with note of how the wage was determined.

4: How do I determine the starting salary for an employee being hiring into a Nursing position? And what should be included in Workday?

Salaries for new hires into nursing positions may be increased based on years of nursing experience, up to a maximum of 10 years, with each year of experience equaling three (3) steps on the associated pay line for NAPE covered positions, or 3% over the minimum permanent rate for Rules Covered positions.

Ensure that when submitting the Workday event, a comment is added indicating the number of years of experience used to determine the starting salary.

5: Is it ever appropriate to attach decision letters to Workday events?

Yes – whenever a Workday event is being submitted that was prompted by a decision from State Personnel, it would be appropriate to attach the signed decision letter or associated approval document.

6: What should I do if I have to make change, or correct a mistake, to a previous Workday event?

If the event has already been approved by State Personnel, you will need to submit a work ticket to correct the event. The ticket is submitted via email to: as.linkhelp@nebraska.gov. If the event has not yet been approved by State Personnel, you can email your Agency's assigned Analyst and request to have the event sent back for corrections. It should be noted that you CANNOT make a change to a previous event, or correct a mistake, by submitting a new Workday event.

7: When processing a promotion, demotion, or transfer for an employee, how do I determine the correct salary to put into the Workday event?

You would utilize the quarterly NAPE, FOP, or Rules Promotion/Demotion calculators. You input the employee's current wage, current job code, and the job code for the new position and the calculator will determine the new wage or wage range. For the NAPE & FOP calculator, it will produce a specific wage; for the Rules calculator, you will receive a wage range that your Agency may decide the salary from.

8: What is the Attorney Delegation, and how do I use it?

The Attorney Delegation is authority, granted by the State Personnel Director, allowing Agency heads to authorize and process compensation and classification events for Rules and Regs covered Attorney classes.

Upload the Attorney Delegated memo to all Workday events when processing under the delegated authority for review and approval by the State Personnel Classification & Compensation team.

9: How to reclassify a vacant position in Workday?

Reclassifying a vacant position requires the position restrictions to be updated by submitting an Edit Position Restrictions event. This should be entered as:

Position Change Reason Edit Position > Reclassification

10: How to reclassify occupied position in Workday?

Reclassifying an occupied position requires 2 separate events in Workday, one for the position and one for the employee. First, the position restrictions need to be updated by submitting an Edit Position Restrictions event. This should be entered as:

Position Change Reason Edit Position > Reclassification

Once the position has been updated you can submit an event to reclassify the employee. This will be entered as a reclassification in the same position. This will be entered as either a promotion, lateral or demotion depending on if there was a change in the pay line. The reason will also be able to indicate whether there was a change in pay. Here are some examples:

Lateral Transfer > Reclassification in same position, no pay change - Lateral Move

Promotion > Reclassification in same position, increase in pay - Promotion

Demotion > Reclassification in same position, no pay change - Demotion

11: How to submit a compensation change in Workday?

When submitting a request compensation change in Workday, please be sure to indicate if this is a temporary or permanent change in salary. Also be sure that you are utilizing the correct reason. There are only a handful of reasons that should be utilized, the most common are Working out of class and In-Grade salary adjustments. WOC will always be a temporary change. In-Grade salary adjustments can be either permanent or temporary. Less common reasons are July 1 increases, which are specific to the annual increases and disciplinary reduction.

When submitting a compensation change as part of a job change event, be sure that you correctly identify whether this is a promotion/demotion/lateral, this can be determined based on utilizing the appropriate calculator.

12: Does Classification and Compensation have class specifications for N coded classifications?

No. Classification and Compensation does not create or maintain any class specifications for "N" coded classifications.

13: If a Rules Covered employee who is still on original probation is transferring from one Agency to another (or within the same Agency) should they go to MHR or MPR of the new class?

For Rules Covered positions, if the transfer is to a higher pay line (a promotion) the employee must be paid at least the MPR even if they are on original probation. There is no MPR option for Contract Covered positions.

14: If I am understaffing a position, do I reclassify the position to the class I intend to understaff it as?

No. The Hiring Restrictions on the position itself should remain the full performance level. However, the employee should be allocated to the class that they are understaffing as (for up to one year). Once the employee has reached the full performance class, they should be reclassified to match the position's restrictions.

15: When is an in-grade upon transfer appropriate?

An in-grade upon transfer is only appropriate if an employee is transferring within the same Agency (to a RULES Covered position) and the movement is a true lateral (the MHR is the exact same).

16: How much of an increase should be requested for in-grade requests?

There is not a set amount that should be requested, agencies should be requesting increases that are appropriate for the additional/higher level work that is being assigned to the employee. If an Agency is requesting an increase that it is extremely high for the duties added, the State Personnel Director has discretion to approve a lower rate than requested.

17: What if a supervisor is making less than a subordinate employee?

There are many reasons that a subordinate employee may have a higher compensation than their immediate supervisor (they transferred from another position and the transfer allowed for a

promotional rate; years of service; permanent in-grades, or July 1 increases over time; etc.). Because of all these possible factors that affect compensation for individual employees, this is not viewed as inequitable.

Please note that equity is not a standalone justification. Internal pay disparities created by management's discretion within the parameters of the Labor Contract or Rules and Regulations is not justification for an equity increase. After initial placement, progression through the salary range is to be based on performance, and in-grade adjustments justified by a significant increase in workload and/or assignment of higher-level duties that do not warrant reclassification.

18: Are Lead Worker duties an appropriate justification for an in-grade?

No, being a lead worker is not a standalone justification for an in-grade. However, if being a lead worker results in the assignment of substantial increased workload and/or higher-level duties that do not warrant a reclassification a request could be submitted for review.

19: Do I need to stop a temporary compensation action in Workday prior to making changes to the base salary?

Yes, any temporary compensation action needs to be stopped prior to submitting a change to the base wage.

20: Why was my in-grade request returned unfavorably due to timeliness?

Agencies are expected to inform employees of any changes of duties and responsibilities when those changes occur and make compensation and/or classification requests at that time. Timely submissions are important because it is hard for retroactive in-grades to get approved and if it is not approved for whatever reason, it could be detrimental to the employee that has been doing the work for that timeframe.

21: Can an employee request a reconsideration?

Generally, no, only management can initiate a reconsideration for classification. Rules:

- Only management can initiate a reconsideration within 15 workdays of decision letter.

NAPE and FOP Contract positions:

- Employees may appeal the classification determination, only if the action had an immediate adverse financial impact (reduction in salary) on the employee. See NAPE 19.7 and FOP 19.7.
- Management per Rules/Regs can initiate a reconsideration.

22: Can an Agency request a reconsideration on a compensation request?

There is no reconsideration process for a compensation request.

23: How can I reopen a closed position?

Reopening a closed position can be done by submitting an email request to Classification and Compensation. The request should include the Agency's needs as to why the position should be reopened as well as including the State Budget Analyst. The assigned Analyst will confirm that State Budget has verified funding and that all approvals have been received prior to notifying AS LINK that the position can be reopened.

24: Do I have to offer the MHR prior to submitting an Advanced Hiring Rate Request?

Yes, agencies should be offering the MHR (or at the most MPR if Rules Covered) of the position prior to submitting an advanced hiring rate request. If the candidate declines/counters the offer, then agencies are able to open up the discussion with the candidate about the rate they will accept.

25: How do I move a classified employee into a discretionary non-classified position?

If the position is occupied, a classified individual must voluntarily provide written agreement to move into a discretionary non-classified position.

26: How do I convert a classified position into a discretionary non-classified position?

The number of discretionary non-classified positions an Agency is allowed is found in Neb. Rev. Stat 81-1316. Agencies shall submit to the State Personnel Director notification to create a new discretionary non-classified position, or to change current discretionary non-classified positions. This notification shall include a listing of the number of employees in the Agency for determination of the appropriate number of eligible discretionary non-classified positions.

27: How do I convert a discretionary non-classified position into a classified position?

An Agency must submit a PDQ to State Personnel requesting a classified position. State Personnel will complete the classification process to establish and classify the position.

28: How do I know if my position is Rules Covered or Labor Contract Covered?

Generally speaking, positions that are supervisory, general management, confidential or temporary, are excluded from the contract. To verify your position status, please refer to your Agency Human Resources contact person or refer to Chapter 1 of the Classified System Personnel Rules.

29: If I leave employment with the State (not related to discipline issues) and return to a Rules Covered position, what happens to my service date?

Employees returning to a Rules-covered position after a break in service of less than five calendar years may have their service date adjusted for the period of absence, meaning the employee will earn leave at the same rate as when they left state employment. Check with your Agency Human Resources contact as some Agency discretion may be applied in certain instances. Contract Covered employees should refer to questions/answers provided by the AS Employee Relations Division.

30: If I leave employment with the State (not related to discipline issues) and return to a Rules Covered position, what happens to my unpaid sick time?

Employees returning to a Rules Covered position after a break in service of less than three calendar years will have their accumulated unpaid sick leave balance restored. Check with your Agency Human Resources contact as some Agency discretion may be applied in certain instances. Contract Covered employees should refer to questions/answers provided by the AS Employee Relations Division.

29: What needs to be included in a Reconsideration Request?

Generally, only management can request a reconsideration except as outline in the Labor Contract (see question 21). These requests must be submitted within 15 working days of the decision letter. The Agency must indicate in a letter/email where they believe State Personnel erred in the review or what they feel wasn't taken into consideration. The information must be specific and preferably in bulleted format. No new information may be submitted.