

HR GUIDE:

Classification & Compensation

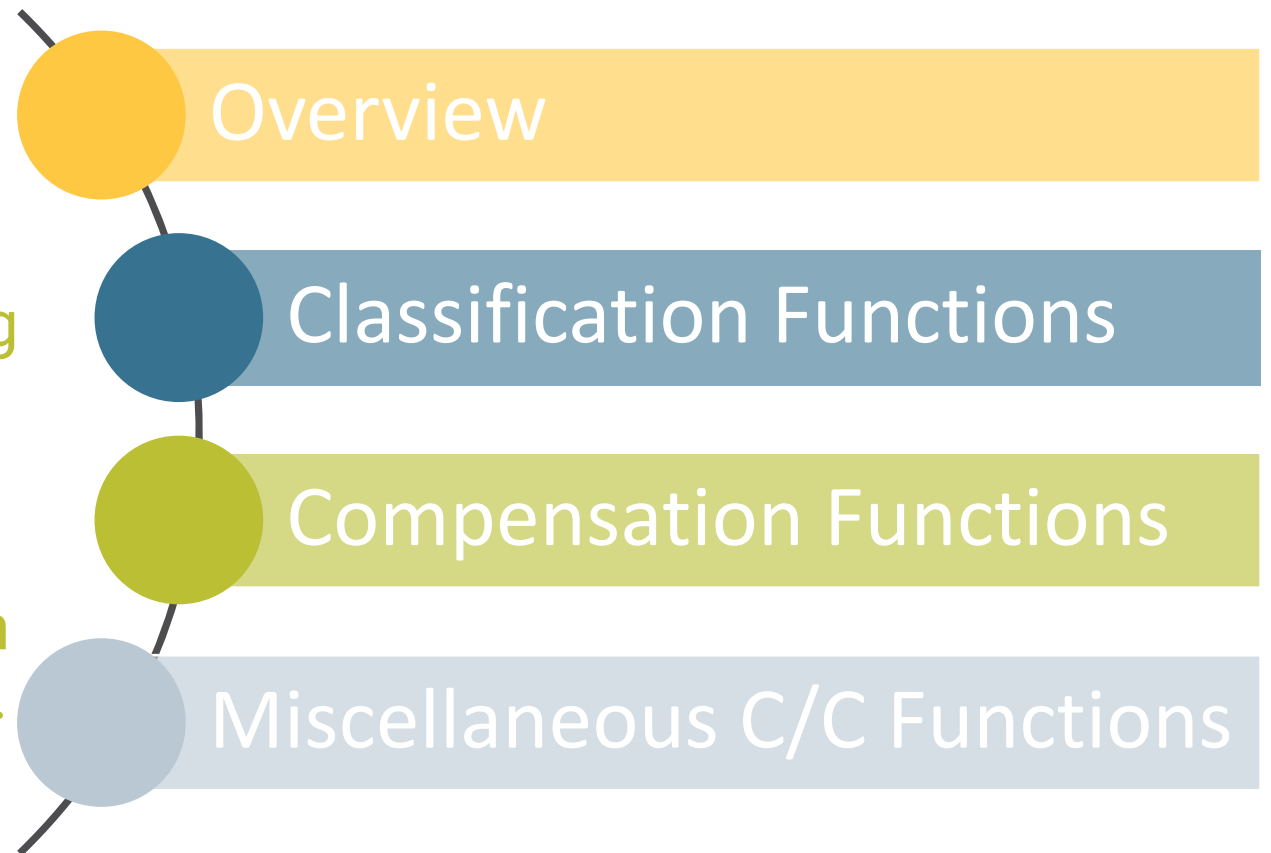
Training

Classification & Compensation Team
State Personnel



Objectives

- Provide a level-set on the expectations in relation to Classification & Compensation Functions.
- Provide an in depth understanding of the processes related to Classification & Compensation Functions.
- Address any general questions on the topics covered in this training.
 - Please note that questions related to specific scenarios will not be answered at this time.



Overview

- **Governing Statutes:** 81-1301 – 81-1316 directly applicable to State Personnel.
 - Responsibilities include:
 - Promote economy and efficiency in state government through the selection, employment, and effective utilization of qualified persons in all departments and agencies of the state.
 - Avoid salary competition among government departments and agencies to secure or retain the services of equally qualified employees for similar positions in the state's employ.
 - Establish the necessary procedures to assure reasonably uniform and consistent personnel practices and provide a reliable basis for personnel cost projections and staffing patterns.
 - Establish uniform control over the description of positions as well as compensation for positions in all departments and agencies so that position titles and duties have similar meanings throughout the state service and provide equal pay for persons holding similar positions in the state's service.

Overview

- **State Personnel System:**

- Only Classified State Agencies are subject to the Classified System Personnel Rules. These agencies also include certain boards and commissions. Non-classified Agencies, or Constitutional Agencies, are not required to follow these rules.

- **State Personnel Rules & Regulations:**

- The Nebraska Classified System Personnel Rules & Regulations, otherwise known as the “Rules” were created to comply with statutes to ensure consistency across the enterprise. These rules apply equally to all agencies and employees covered by the State Personnel System unless otherwise noted.
- Many state employees are covered under labor contracts, however any matter not otherwise outlined in the labor contracts default to the State Personnel Rules.

Overview

- **Classification & Compensation Team**

- Goal is to ensure there is equity across all State Agencies.
 - Classifying positions based on the work that is assigned.
 - Reviewing compensation requests to ensure that they meet the threshold for approval based on the parameters set by the State Personnel Director.
- Resource for Agency HRBPs to assist with Class & Comp functions.

- **Agency Expectations**

- Provide any necessary training to leadership on how to correctly fill out forms.
- Ensure that forms are filled out completely and accurately prior to submitting.
- Answer employee questions regarding Class & Comp functions.

Overview

- Services:

Rules Covered Employees

- Position Classification (to include reclassification or creating new positions)
- In-Grade salary adjustments
- Advanced hiring rate adjustments
- Promotional advanced hiring rate adjustments
- Job specification updates and changes
- Bargaining Unit changes
- Pay line adjustments
- Straight Time Overtime
- Personnel Records
- Furlough/Layoff policy & plan review and approval
- Answer questions regarding State Personnel Rules & Regulations

Contract Covered Employees

- Position Classification (to include reclassification or creating new positions)
- In-Grade salary adjustments (in conjunction with Employee Relations)
- Advanced hiring rate adjustments
- Job specification updates and changes
- Bargaining Unit changes
- Pay line adjustments
- Personnel Records
- Furlough/Layoff policy & plan review and approval
- Assisting with questions regarding Labor Union Contracts

Discretionary/At-will Employees

- Track discretionary positions
- Acknowledgment of filling discretionary non-classified positions

Classification Functions

- In this section we will review the following:
 - When a Classification Review Should Occur
 - Classification Methodology
 - Job Factors
 - How to fill out the PDQ
 - Classification Review Process & Timeline

A Classification Review Should Occur:

- When an agency has significantly changed a positions duties (whether vacant or filled)
- When and agency wishes to establish/create a new position
- If State Personnel becomes aware that a position may be misclassified
- If an Employee wants a review of their position
 - Provided that the position has not been reviewed and/or a classification decision letter has not been issued in the previous 6 months for Rules covered positions, 12 months for NAPE covered positions
- If Agency Management believes a position is not correctly classified

Note: It is the responsibility of the agency to initiate a PDQ update and classification review when duties have been changed.

Classification Methodology:

- Several factors determine the depth of methodology utilized by the Class and Comp team
 - Some factors include: commonality or uniqueness of the class requested within the classified system, whether the position is vacant or occupied, the duties assigned to the position, and the quality of the submitted PDQ
- Review methodology that follows a submitted request encompasses:

- Review submitted PDQ(s)
- Review class specifications
- Review agency organizational charts
- Review supplemental information (supervisory questionnaire/financial responsibilities form)
- Review comparably classed positions within the agency

Classification Methodology:

- Based on the nature of the request, the Class & Comp team has several other available tools that can be utilized which include:
 - Review comparably classed positions within other agencies within the State's Classified System
 - Interview incumbent
 - Interview supervisor(s)
 - Interview other agency personnel
 - Interview subject matter experts
 - Review agency data that may identify primary duties, such as staffing reports
 - Research other state government job classifications for similar work
 - Reviews other information Class & Comp deems necessary or helpful to make a determination, such as examples of an employee's work (for substance, not quality), or internal agency policies and/or procedures
- Utilization of these tools is up to the discretion of the Class & Comp Analyst performing the review

Job Factors:

Factors Considered

- ✓ Knowledge, Skills and abilities required of position
- ✓ Kind or nature of work performed
- ✓ Complexity of work performed
- ✓ Frequency or preponderance of work performed
- ✓ Level of supervision received and or exercised
- ✓ Level, scope and impact of decision making exercised
- ✓ Scope/breadth of work and responsibility
- ✓ Impact of error
- ✓ Level and purpose of contacts
- ✓ Level of independence judgement and discretion exercised
- ✓ Level of resources management (human, financial, space, facilities, information, and/or materials)

Factors **NOT** Considered

- ✗ Performance of individual
- ✗ Personal qualifications the individual has or wants if the work being performed does not require them
- ✗ Quality or quantity of work performed
- ✗ Longevity or tenure of the employee
- ✗ Potential of the employee
- ✗ Future work not yet being performed
- ✗ Need for retention of employee
- ✗ Comparison to work done outside the Classified System
- ✗ Employee's financial need
- ✗ Recruiting issues

Filling Out The PDQ:

- The Position Description Questionnaire (PDQ) serves as an all-inclusive document that provides a description of the work assigned to and performed by a given position

Important Reminders for Filling out the PDQ:

- Avoid words having unclear meanings such as Assists, Performs, Provides, Handles, Maintains, Manages, Participates, and Deals with. If you find yourself needing to use words such as these (that have potentially unclear meanings, or which could mean a variety of things) you must describe what you mean/what that entails.
- Do not use acronyms in your description of duties, or if you do, write them out so we know what they stand for. For example, do not assume we know what things like GIS, CMS, QI, PI, or LIHEAP stand for.
- Do not copy the class specifications into the PDQ. The PDQ should reflect the specific work that the position is assigned and performs.

Classification Functions

Filling Out The PDQ:

- Page 1 Box:
 - Ensure all applicable information is filled out.
- Sections 1-4:
 - Clear and concise information should be provided as responses to these questions.
 - Responses should not be pages of information

- 1. Explain the reason for submitting this request, including why the current classification is inappropriate.** [Click here to enter text.](#)
- 2. If a specific classification is being requested, please explain why the requested classification better describes the duties and responsibilities assigned.** [Click here to enter text.](#)
- 3. Briefly describe the essential purpose and contribution of this position and the primary reason this position exists. Describe what this position does, not the work done by the entire work unit. (this section should be an overview of the duties described in section 7 of this document)** [Click here to enter text.](#)
- 4. Please provide any additional situational or background information, which may be relevant (e.g. were the new duties/s added as a result of legislation or regulation changes, have they been delegated from another employee (if so who), or a reorganization which has changed the work of this position, etc.).** [Click here to enter text.](#)

Position Description Questionnaire (PDQ)	
<i>Tools to assist in filling out this form are available on DAS Class & Comp website.</i>	
Agency:	Click here to enter text.
Division:	Click here to enter text.
Request initiated by: <i>who is initiating this review request? Employee, Management or State Personnel</i>	Choose an item.
Purpose of Request:	Choose an item.
Position Number:	Click here to enter text.
Current Class Title:	Click here to enter text.
Current Class Code:	Click here to enter text.
Requested Class Title:	Click here to enter text.
Requested Class Code:	Click here to enter text.
Employee Name (if position is occupied):	Click here to enter text.
Employee Work Phone:	Click here to enter text.
Employee Work Email:	Click here to enter text.
Supervisor Name:	Click here to enter text.
Supervisor Title:	Click here to enter text.
Supervisor Phone:	Click here to enter text.
Supervisor Email:	Click here to enter text.
Document Completed by: <i>(name and title)</i>	Click here to enter text.

Filling Out The PDQ:

- Sections 5 & 6:

- If the position directly supervises any other employees “yes” must be marked and a completed *Supervisory Responsibility Form* must be submitted with the PDQ
- If the position has any financial responsibilities “yes” must be marked and a completed Financial Responsibilities Questionnaire must be submitted with the PDQ
 - Any assigned financial responsibilities should also be indicated in the essential duties section

5. Does this position directly supervise any other employees? Choose an item.

IF YES, [click here to complete the Supervisory Exclusion Questionnaire](#). Please submit with this form.

6. Does this position have financial (budgetary or procurement) responsibilities? Choose an item.

If YES, [click here to complete the Financial Responsibilities Questionnaire](#). Please submit with this form.

Filling Out The PDQ:

- Section 7 – Essential Duties:

- Description of Duty:

- Reflects a breakdown of permanently assigned duties performed by the position
 - Should not include future or anticipated work or work that is performed on a “backup” basis

- Percentage of Time:

- Estimate the percentage of time spent performing each duty
 - Total percentages should account for 100% of the position’s time

- Criticality:

- How critical is each duty to the position’s overall work objectives
 - 1 (most critical) to 5 (least critical)

- Is this a new duty?:

- This indication tells us how the work has changed to warrant review for potential reclassification
 - If everything is marked as “No” it could be assumed that nothing has changed since the last PDQ review and the position is appropriately classified

Essential Duties of the Position			
Description of Duty	Percentage of Time	Criticality 1 = Most Critical 5 = Least Critical	Is this a New Duty assigned to this position? (Yes or No)
A. Click here to enter text.	%	Choose an item.	Choose an item.

Percentage	Daily	Weekly	Monthly	Quarterly	Annually
5%	1/2 hour	2 hours	1 days	3 days	2 1/2 weeks
10%	1 hour	4 hours	2 days	6 1/2 days	5 weeks
15%	1 1/2 hours	6 hours	3 1/2 days	10 days	8 weeks
20%	2 hours	8 hours	4 1/2 days	13 days	10 weeks
25%	2 1/2 hours	10 hours	5 1/2 days	16 days	13 weeks

Filling Out The PDQ:

- Section 8 – Independent Decisions:
 - This section helps outline the authority a position has as it relates to resolving issues, making determinations, and level of input a position has
 - Should be broken down into three independence levels:

8. Independent Decisions.	
What decisions can this position make <u>independently</u>? Describe any decisions or resolutions that this position may make <i>without</i> input or approval from supervisor or manager.	Click here to enter text.
What decisions does this position provide input or recommendations for? Describe any decisions that this position assists/recommends that must still receive approval from supervisor or manager.	Click here to enter text.
What issues or decisions must be escalated to the supervisor or manager?	Click here to enter text.

Submitting A Classification Review Request

- Submissions should be sent to the DAS.ClassandComp@nebraska.gov email and must include:
 - Completed PDQ with all appropriate signatures
 - Current Organizational Chart
 - Supervisor Exclusion Questionnaire **if the position is assigned supervisory duties**
 - Financial Responsibilities Questionnaire **if position is assigned any budgetary, procurement, or financial responsibilities**

Note: State Personnel will only accept and log complete requests

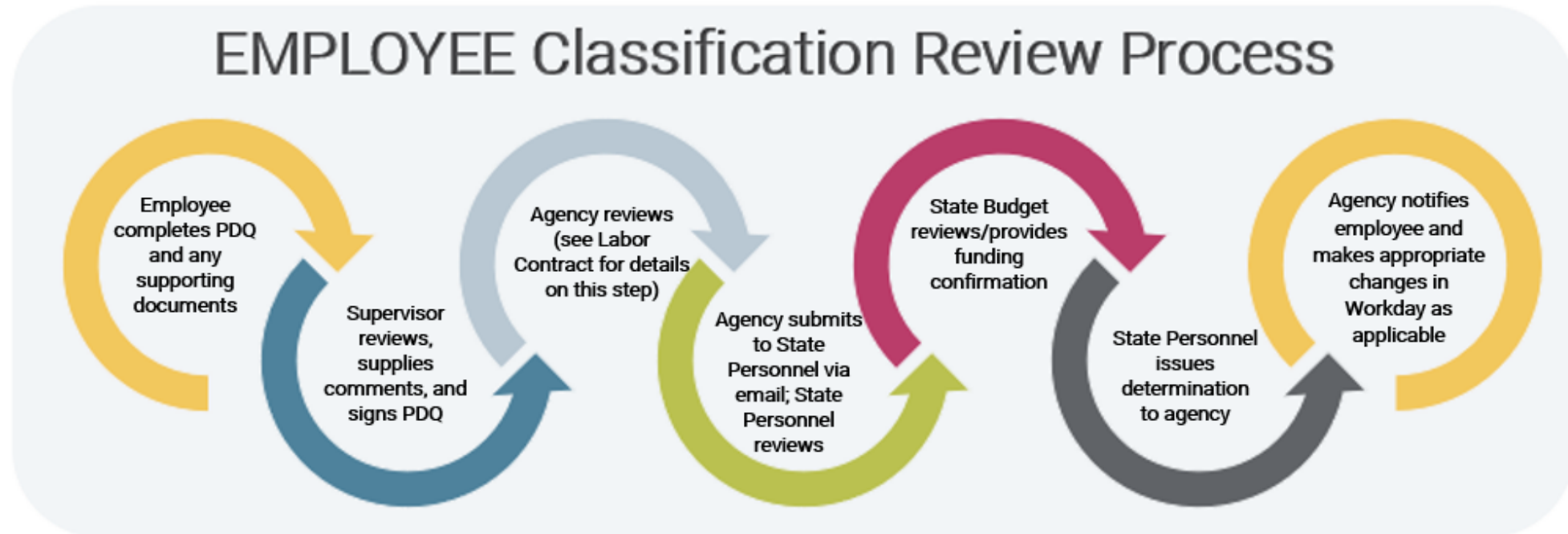
Classification Review Process and Timeline

State Personnel typically reviews classification requests in the order in which they were received

- Depending on how the request was initiated, timelines may vary slightly

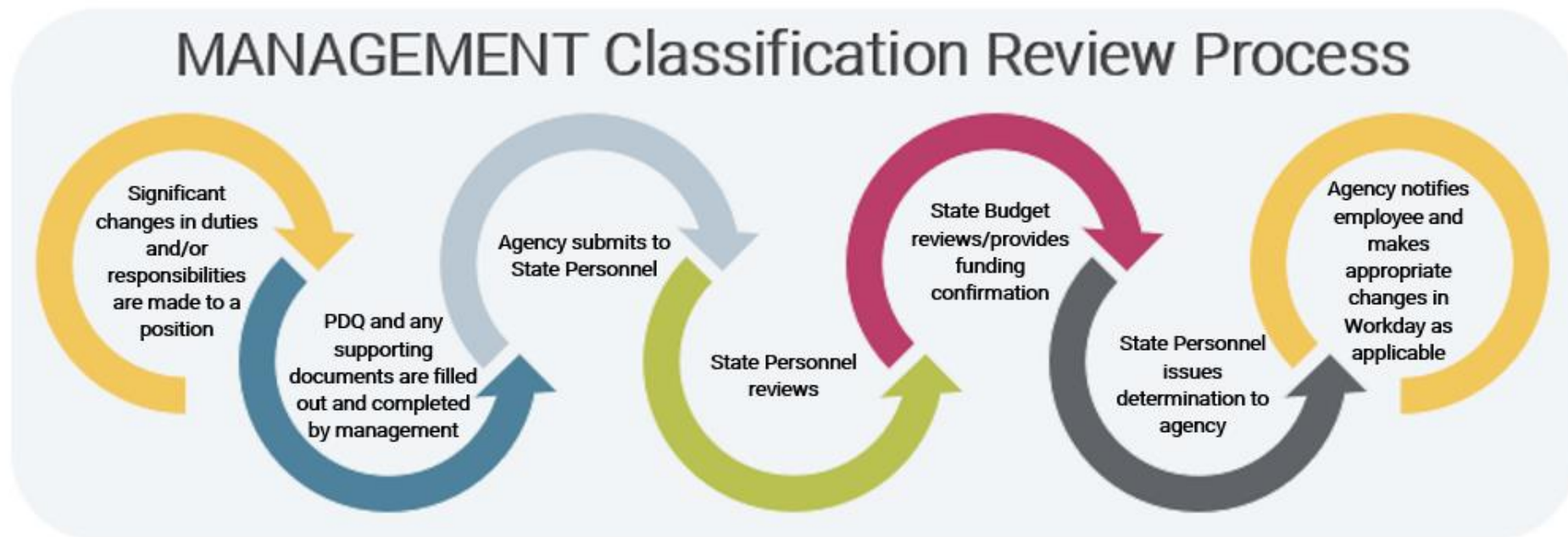
- **Employee-Initiated Requests:**

- The NAPE/AFSCME Labor Contract requires that contract covered employee-initiated requests be completed by State Personnel within 45 workdays of submission to State Personnel (15 workdays if no other relevant information needs collected).



Classification Review Process and Timeline

- **Management- Initiated Requests (for Occupied and Vacant Positions)::**
 - Typically completed within the 15-45 workday timeframe.
 - In most cases, 45 days is the maximum timeframe unless there are unforeseen circumstances that may extend that timeframe. For example, State Personnel may need to extend the timeframe if:
 - Responses to additional questions are not received in a timely manner
 - Additional information on another position has been requested
 - State Personnel is utilizing multiple different tools to conduct the analysis due to the uniqueness of the position



Classification Review Outcomes:

- **Formal Decisions:** Issued by the Class and Comp Analyst may result in one of three outcomes:
 - 1. The review could confirm that the requested classification is appropriate and should be adjusted accordingly
 - Requires 2 events (initiated by the agency) in Workday; one for the employee and one for the position restrictions
 - 2. The review could find disagreement with the requested class and note which classification is appropriate (this could be a classification that is higher or lower than the current classification)
 - Requires 2 events (initiated by the agency) in Workday; one for the employee and one for the position restrictions
 - State Personnel's decision will outline what the reviewed position does, general information about the requested class, and general information about the appropriate class (if different than the requested)
 - 3. The review could find the position is appropriately classified within the current classification
 - Requires no changes in Workday

Classification Decision Appeals:

- Should an agency disagree with State Personnel's determination, a reconsideration request could be submitted within 15 workdays

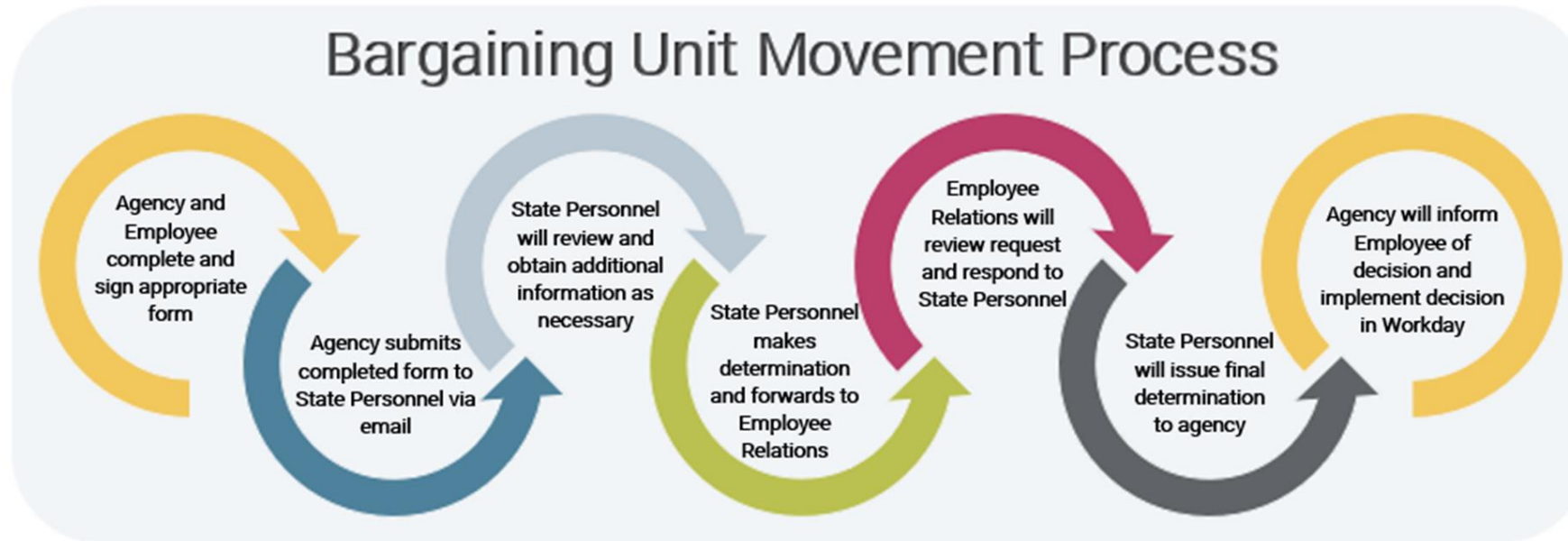
- Reconsiderations:

- Reconsiderations cannot include new information and should be requested via an email or letter (within 15 workdays of the original decision).
- Must indicate specifically where your agency believes that State Personnel erred in our decision (what in the decision letter your agency disagrees with or feels that we misinterpreted).
- Once the reconsideration is requested, it will be assigned to a different State Personnel Classification & Compensation Analyst for a second review. The determination of the second review is binding.

Note: Employees are not able to initiate a reconsideration review

Bargaining Unit Movement

- Requesting a bargaining unit change:
 - Movement happens when the work still falls within the classification, but current bargaining unit is no longer appropriate due to changes in the assignment of:
 - Supervisory responsibilities (Supervisory Questionnaire)
 - Work that is confidential having access to information pertaining to collective bargaining negotiations or who assist persons who formulate, determine, and effectuate management policies in the field of labor relations (Confidentiality Questionnaire)

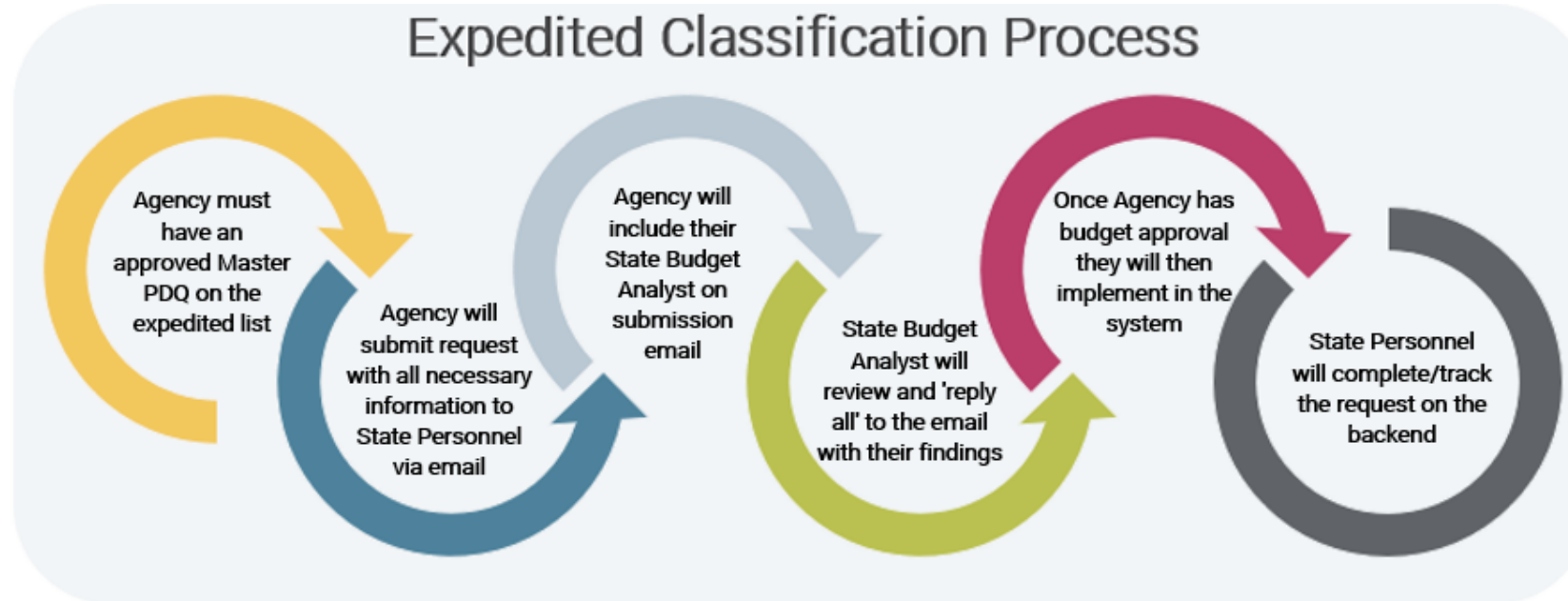


Expedited Classification Process

- Intention: accelerate the process of highly populated (25 or more positions within the agency) or agency unique classifications that typically result in approval of the agency's request
- Requesting a class be added to the expedited list:
 - Agency Director or Designee submits request to the State Personnel Class & Comp team requesting a specific classification be added
 - State Personnel will review and identify if the class is appropriate for the expedited list
 - If appropriate, the agency must create and submit a Master Position Description Questionnaire
 - Once State Personnel reviews and approves the Master PDQ that class is available for expedited process use (to reclass or create positions allocate to the approved expedited class)

Expedited Classification Process

- Utilizing the expedited process:



- Agencies are responsible to retain a copy of the Master PDQ approved for each class
- Should your agency need to make changes to the work of positions in that class, an updated Master PDQ may be needed
- Master PDQs will need to be reviewed by the agency every 5 years to ensure accuracy

Class Specification Revision

- Possible reasons for a Class Specification revision:

- Evolution of language
- Technology fluctuations
- Statute changes
- Changes of duties described
- Licensing and regulation changes
- Adjustments to minimum qualifications

- To request a Class Spec revision:

- Submit to DAS.ClassandComp@nebraska.gov
 - the specification you're requesting to update as a Word document with track changes showing your requested updates
 - the reason/explanation for the updates

Note: updates to class specifications will not result in a change to the pay line

Compensation Functions

- In this section we will review the following:
 - The different types of compensation requests
 - Available justifications
 - Differences to be aware of for Rules & Regs vs. Contract covered positions
 - How to complete a compensation request form
 - What to include when submitting a compensation request
 - The Process flow for Class and Comp once your request has been received

Types of Requests:

- Advanced Hiring Rate



- In-Grade Adjustments



Filling out the Compensation Form:

- **Page 1 Box:** Complete the table on the first page as thoroughly as possible.
 - **Current Employee:**
 - It is important to accurately note whether the request is for an employee within State Government. Parameters available may differ based on the answer.
 - **Effective Date:**
 - This date will default to the day of submission unless indicated otherwise.
 - **Requested Rate & Percentage Increase:**
 - The percentage increase requested should equal the requested rate to avoid delay and additional reach out for confirmation
- **Section 1: Describe the primary duties of the position**
 - Utilizing bullet format, briefly state the regularly assigned essential duties of the position

Agency:	Click here to enter text.
Division:	Click here to enter text.
Purpose of Request:	Choose an item.
Rules or Contract Covered:	Choose an item.
Candidate/Employee Name:	Click here to enter text.
Is this a Current Employee:	Choose an item.
Position Number:	Click here to enter text.
Class Title:	Click here to enter text.
Class Code:	Click here to enter text.
Permanent or Temporary: (In-grade only)	Choose an item.
*Effective Date(s):	Click here to enter text.
Minimum Permanent Rate/Current Rate:	Click here to enter text.
Requested Rate:	Click here to enter text.
Percentage Increase:	Click here to enter text.

* Compensation requests are effective the date of submission unless otherwise requested.

1. Describe the primary job duties of the position. (Utilize bulleted format)

- [Click here to enter text.](#)
- [Click here to enter text.](#)
- [Click here to enter text.](#)
- [Click here to enter text.](#)
- [Click here to enter text.](#)

Filling out the Compensation Form:

- Section 2: Impact List

- Complete the provided list, or provide your own impact list including:

- Employee Name
- Continuous Service Date
- Time in Job Profile
- Job Code*
- Job related credentials when applicable
- Total base pay
- Position number

First Name	Last Name	Continuous Service Date	Time in Job Profile	Job Code	Job-Related Credentials	Total Base Pay	Position Number
John	Doe	11/02/1998	6.63	I75013	LPN	\$32.36	02500000
Jane	Doe	10-05-1998	18.54	I75013	LPN	\$35.403	02500001

Note: Impact and Equity reports should include all positions within the exact same Job Code

Filling out the Compensation Form:

- **Section 3: Equity Considerations:** *(required for all requests)*
 - Will approval of your request allow the employee/candidate to surpass others with the same class code?
 - Yes or No
 - If yes, how many employees will be surpassed if the request is approved?
 - Is the agency requesting to address equity?
 - Select Yes or No
 - Why or Why not?
 - Summarize for clear understanding why you will or will not seek equity adjustment(s). If equity is requested for some but not all employees being surpassed, explain.
 - Provide names and position numbers of those you are requesting equity adjustments

Note: Equity considerations must be the same job code and may only be requested at the time you submit your compensation request.

Equity: Rules vs. Contract:

- Rules Covered Positions:

- Agencies have some discretion on whether or not they address equity considerations
- Classification and Compensation will review requests
- Approvals are at the discretion of the State Personnel Director

- Contract Covered Positions: (NAPE)

- Agencies may have some discretion on whether or not they address equity considerations up to Step 15
- Classification and Compensation will review requests
- State Personnel Director reviews for approval/denial
- Requests are sent to Employee Relations for approval
 - Approvals up to Step 15 are at the discretion of the Employee Relations Administrator
 - Approved requests that exceed Step 15 are forwarded for additional review and approval by the NAPE/AFSCME

Compensation Functions

Rules Equity Consideration Guidance:

START HERE:

If this equity consideration is a result of an advanced-hire/promotion request or in-grade, then what are the reason(s)?

NOTE: Equity considerations are only for those in the same job code.

Recruitment Difficulty

Is this a pay line issue with attraction & retention implications?

YES:

Research and build a business case for a pay line adjustment request.

NOTE: If recruitment/retention difficulties are the only reason for the request, then compensation adjustments of others within the same job code may not be considered. Equity in-grade requests are not the proper mechanism to address classification pay line issues.

For all other reasons, do not submit. Pursue other options.

Superior qualifications, increased workload, and/or higher level of work

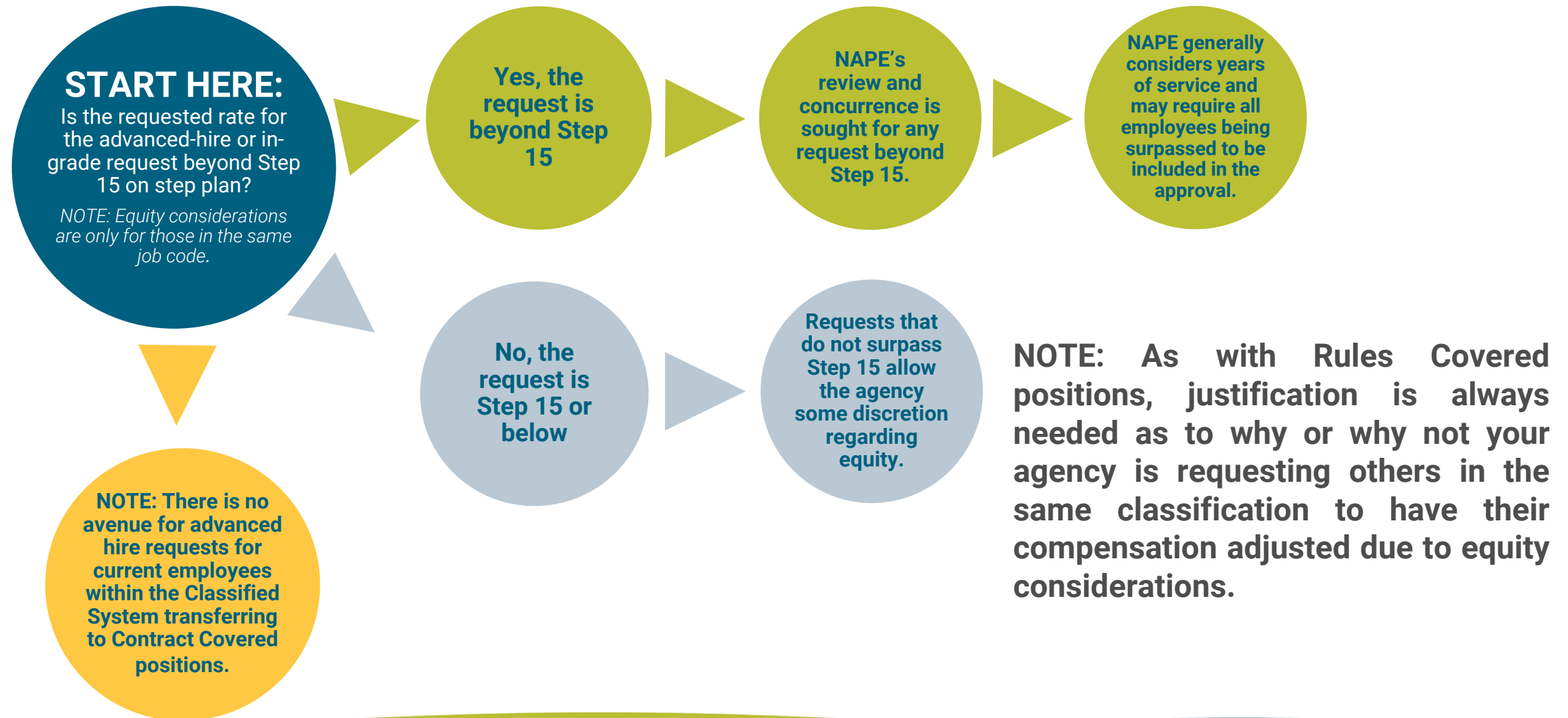
YES:

If agency budget allows for equity adjustments, submit the request in accordance with the guidance to the right.

- **SUPERIOR QUALIFICATIONS:** Describe and compare the qualifications of the candidate to others in the same job code.
- **INCREASED WORKLOAD:** Describe how the change in workload, volume/measurement of change is comparable to others in the same job code.
- **HIGHER LEVEL OF WORK:** Describe how the level of work has increased in comparison to others in the same job code.

NOTE: Justification is always needed as to why or why not your agency is requesting others in the same classification to have their compensation adjusted due to equity considerations.

NAPE Equity Consideration Guidance:



Filling out the Compensation Form:

- Section 4: Fiscal Impact:

- Complete this section to assist State Budget in their review to verify funding:

4. Fiscal Impact:

- ✧ How will the increased salary be funded? (Include what budget program(s) and fund type(s) are impacted) [Click here to enter text.](#)
- ✧ What will the fiscal impact amount be for the current fiscal year as well as the fiscal impact in subsequent fiscal years when fully-annualized? (Include amount for each affected program and fund type) [Click here to enter text.](#)

Note: Section 5 needs to be completed for Advanced Hiring Rate Requests only. Section 6 needs to be completed for In-Grade Requests only. All other sections need to be completed.

Filling out the Compensation Form:

- Section 5: Advanced Hiring Rate:

- Recruitment Efforts

- In the table provided indicate recruitment efforts of the past 12 months

Requisition Number	Dates Posting was active	List of publications / websites utilized	# of applicants received	# of applicants minimally qualified	# of applicants interviewed	Result of posting
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

- # of applicants minimally qualified
 - Would be the number of applicants that met the MQ's of the class, not preferred qualifications
 - Result of posting
 - Would include the number of candidates eligible for offer of the position.

Filling out the Compensation Form:

- Section 5: Advanced Hiring Rate:
 - Justification

Summarize recruitment efforts of the past 12 months

Recruitment Difficulties

Summarize qualifications over and above the minimum qualifications as well as preferred qualifications. Explain how the candidate's qualifications compare to the other candidates that were interviewed.

Superior Qualifications

Available for rules only when a current State employee is moving to a higher pay line. Must be used with appropriate justification of Recruitment Difficulties or Superior Qualifications

Advanced Promotional Rate

(Only Available for Rules Positions)

Filling out the Compensation Form:

- Section 5: Advanced Hiring Rate:

- Additional Information

- Was the candidate offered the minimum hiring rate?
 - A candidate must be offered the MHR or available wage; and then also decline that wage to proceed with submission of an advanced rate request.
- Has the candidate agreed to accept the position at the requested rate?
 - The agency is responsible to have a discussion with the candidate to understand the lowest wage they are willing to accept. Advanced hiring requests should not be submitted until a clear understanding of what the candidate will accept has been determined.
- Does the agency have an alternative candidate if the request would not be approved?
 - Indicate who if applicable
- What are the consequences if the agency must continue recruitment efforts?
 - Explain repercussions to the agency if request is not approved and recruitment efforts must continue

Filling out the Compensation Form:

- Section 6: In-Grade Salary Adjustment:

- **Justification**

- Choose and select from the available justifications, then summarize in the area provided why the justification is applicable. Be sure to include all information you would like to be considered when reviewing your request.

- **Additional Information**

- Briefly explain why this employee was chosen for these extra duties, rather than others within the same classification.



Factors:

Factors Considered

- ✓ Added or increased supervisory responsibility
- ✓ Increase of complexity/scope in assigned duties
- ✓ Expanded areas of responsibility
- ✓ Considerable increase in workload
- ✓ Higher level work assigned and performed
- ✓ Related cost savings to the agency

Factors **NOT** Considered

- ✗ Performance/Potential of an individual
- ✗ Quality of work performed
- ✗ Same work/lower level work
- ✗ Employees financial need
- ✗ Certifications or additional education achieved
- ✗ Future bonus/increases related to an offer
- ✗ Duties not yet assigned or performed
- ✗ Duties performed but not assigned/needed

Filling out the Compensation Form:

- Section 6: In-Grade Salary Adjustment:
 - Justification: Unique Responsibilities/Higher-Level Duties and/or Increased Workload
 - For unique responsibilities or increased workload justification, briefly describe new duties the employee is performing. Indicate percentage of total time these duties are performed, if duties are within scope of the current classification, date these duties were assigned and a brief explanation of why the reassignment has occurred.

Added Duties of the Position <i>(must be completed if utilizing unique responsibilities/increased workload justification)</i>				
Description of Duty	Percentage of Time	Falls within Scope of Current Class	Date Duty Added	Reason for Reassignment/Who Performed Duty Previously
A. Oversee the electronics division support team including delegating tasks, assigning work, reviewing accuracy of team performance, scheduling and training	25%	YES	4/22/2024	Electronic division team previously reported to the division director. Growth of the division and increased responsibility has necessitated the need for reorganization; this employee now oversees 4 divisions instead of 3.

Filling out the Compensation Form:

- Section 6: In-Grade Salary Adjustment:
 - Justification: Supervisory Duties
 - **Rules Only** Falls within increased workload/unique responsibilities and typically accompanies a Bargaining Unit Change request/Supervisory Questionnaire
 - Justification: Retention
 - Agencies wishing to retain an employee who has received a job offer may request a retention in-grade.
 - Retention in-grade requests must meet the following parameters:
 - ✓ Employee has received a current/valid bona fide job offer
 - ✓ The job offer is external to the State of Nebraska
 - ✓ The offer is more than current salary
 - ✓ The offer is for similar/like work being performed

Filling out the Compensation Form:

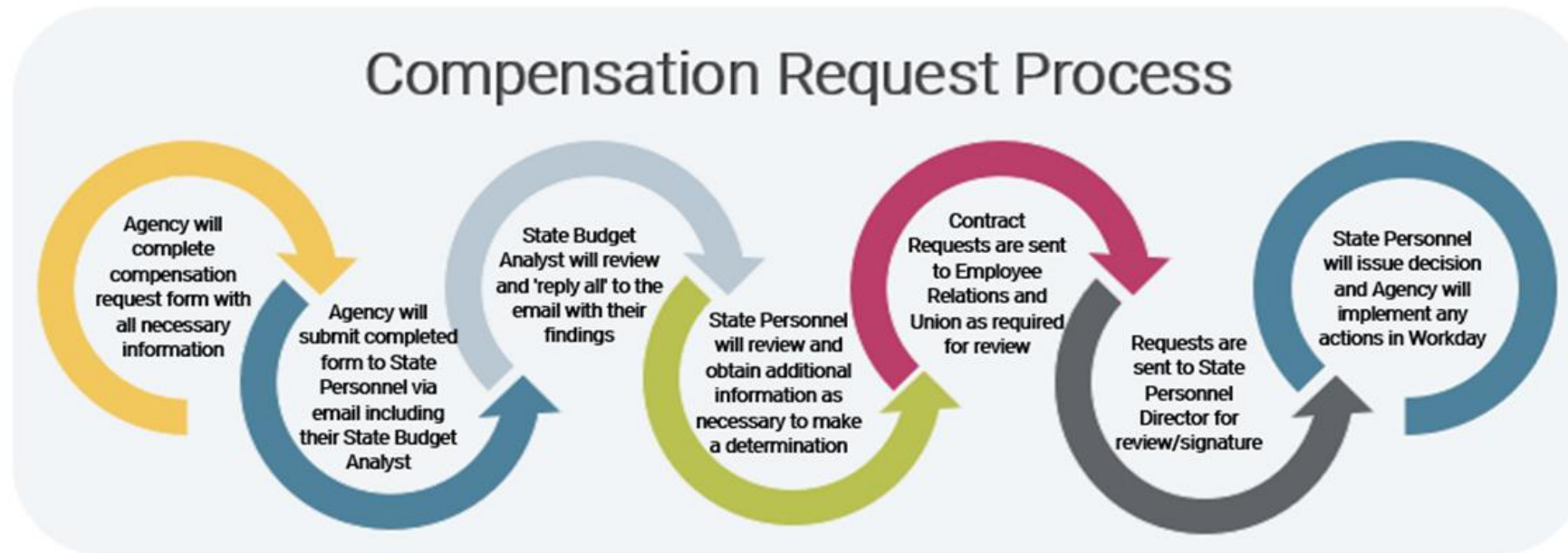
- Section 6: In-Grade Salary Adjustment Continued:
 - Justification: Sustained High Performance: **Rules ONLY**
 - **Qualifying Criteria:** Must be specifically related to performance.
 - Employee must have sustained minimally for three consecutive annual review (calendar) years scores/reviews that exceed and differentiate them from their peers. *(Please submit scores for at least the last 3 years)*
 - Must submit a Sustained High Performance Questionnaire with submission

Document objectively each of the below contributing factors *(submit any supporting documentation)*

Innovation	Click or tap here to enter text.
Initiative	Click or tap here to enter text.
Distinguishing Contributions	Click or tap here to enter text.
Differentiation from Peers <i>(within same classification and/or team)</i>	Click or tap here to enter text.
Excellence in Execution <i>(SMART Goals, Projects/Deliverables)</i>	Click or tap here to enter text.
Models the Core Values of the State of Nebraska	Click or tap here to enter text.

Compensation Review Process and Timeline:

- Requests should include:
 - Compensation request form and any supplemental information (supervisory questionnaire)
 - Impact or Equity report showing all employees in the same job code
 - State Budget funding verification, or cc your State Budget Analyst on submission
 - Submit compiled information to: DAS.ClassandComp@nebraska.gov



Note: Compensation Requests are prioritized in the queue and State Personnel strives to complete requests within 5 working days.

Miscellaneous C/C Functions

- In this section we will review the following:
 - Working out of Class (WOC)
 - Straight Time Overtime (STOT)
 - Double Filling
 - Understaffing
 - Filling Discretionary Non-Classified

Working Out of Class (WOC):

A temporary re-assignment where an employee takes on all the duties of a higher-level job.

- **Common Scenarios:**

- **Vacancy Coverage:**

- Occurs when a vacancy needs to be covered

- **Extended Leave Coverage:**

- May be necessary if another employee is out on an extended leave period

- **Parameters:**

- ✓ The employee is performing a preponderance of the duties of the higher-level position.
- ✓ The employee is performing the higher-level duties for the preponderance (majority) of their day, during the temporary assignment.
- ✓ The employee is reassigned duties that are regularly performed by a position assigned a higher classification.
- ✓ Duties have been reassigned from a regular, permanent, existing FTE position to fill a vacancy or a leave period.
- ✓ Working out of class position number and start/end dates are noted on the workday event.
- ✓ Temporary reassignment will not exceed one year unless authorized by the Director.

Working Out Of Class (WOC):

- Processing Working Out of Class
 - Working Out of Class has been identified by the agency:
 - Agency will submit a "working out of class-START" event in Workday
 - Classification and Compensation Review:
 - Assigned analyst will review and either approve or send back for additional information/correction
 - Working Out of Class assignment is completed:
 - Agency will submit a "working out of class-STOP" event in Workday

There will be one event to indicate the START of the working out of class:

Reason	Base Salary Change - TEMPORARY > Working out of class - START
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And then one event to STOP the working out of class:

Reason	Base Salary Change - TEMPORARY > Working out of class - STOP
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Working Out Of Class (WOC):

- WOC Reminders:
 - Base Salary Changes:
 - Anytime the base salary is changing the WOC stop must be made prior to adjusting the base salary and then started again if necessary
 - WOC Start Event must include a comment indicating:
 - Position # & Classification the employee is WOC for
 - Anticipated time frame for assignment
 - If position is occupied, must include the reason for WOC
 - Example Comment:
 - *"Working out of class for vacant position #12345678, State Patrol Captain, Effective 01/01/20**"*
 - Duration Limit:
 - No more than one year
 - Assignment more than one year must have State Personnel approval

Working Out Of Class (WOC):

- WOC Compensation:
 - Rules Covered Positions:
 - Rate must be at least the MHR of the WOC classification.
 - Contract Covered Positions:
 - NAPE:
 - Rate must be at least the MHR or the rate indicated in the calculator based on the WOC classification
 - FOP or SLEBC:
 - Rate is a standard 5% increase above current rate

Working Out Of Class (WOC):

- Inappropriate Scenarios for WOC:

- ✘ An employee is reassigned some duties of a position in a higher classification.
- ✘ The employee is reassigned responsibilities of positions in the same classification.
- ✘ Duties are reassigned to multiple individuals during a vacancy or a leave period.
- ✘ Duties assigned are of a proposed position, not yet assigned a position number.
- ✘ Temporary reassignment is expected to exceed one year.

- Alternative Solutions:

- Temporary salary in-grade request:
 - Discuss it within the agency internally, and if applicable, submit it to State Personnel for review.

Note: Submission does not guarantee approval; proper justification for the in-grade is required.

Straight Time Overtime (STOT):

- Rules Covered Positions:
 - Overtime Eligibility Determination:
 - Agency determines overtime eligibility based on Fair Labor Standards Act (FLSA) requirements
 - Exempt Rules-Covered Employees:
 - Employees exempt from the FLSA are not eligible for overtime compensation
 - Special Circumstances:
 - Agency heads may request approval from the State Personnel Director to grant STOT compensation to exempt staff.
 - Approval granted for special circumstances/emergency situations.

Straight Time Overtime (STOT):

- STOT Request Process

- Requests should include:

- Employee name(s), position #(s), and classification
- Why the request is being submitted
 - Provide specific circumstances which warrants STOT
- Number of hours per week as well as the duration of expected STOT period
 - *Example: "Requesting STOT for up to 10 hours per week for the period of 01/12/2024 through 06/12/2024."*
- State Budget funding verification, or cc your State Budget Analyst on submission
- Submit request to: DAS.ClassandComp@nebraska.gov

- Review and Determination:

- State Personnel will review the submission and request any additional information as needed.
- A determination will be issued back to your agency

Straight Time Overtime (STOT):

- Contract Covered Positions:

- Eligibility and Compensation:

- Non-eligible employees for time-and-a-half overtime (Article 12 of the NAPE AFSCME Labor Contract) may receive STOT compensation
 - Compensation can be in the form of pay or compensatory time off for extra hours worked

- Agency Discretion:

- Decision to grant STOT at the discretion of agency head.
 - No need to submit requests for State Personnel review.

Note: For more details and specifics relating to overtime, refer to the Labor Contract.

Double Filling Positions:

- Purpose:

Agencies may hire a qualified applicant to double-fill occupied positions for training purposes

- Duration:

- Double filling should not exceed 60 calendar days
- Extended duration must be approved by the State Personnel Director

- Workday:

- Process is referred to as "overlap" in Workday
- Current employee must have a termination date entered into the system
- Can just be entered in Workday unless the duration will exceed 60 calendar days
- If assistance is needed with the overlap process in Workday
 - contact the AS LINK Help Desk

Double Filling Positions:

- **Double Fill Request Process:** (exceeding 60 days)
 - **Requests should include:**
 - Position number and classification
 - Employee name (if applicable)
 - Dates needed for the double fill
 - Reason for the double fill request
 - State Budget funding verification, or cc your State Budget Analyst on submission
 - Submit request to: DAS.ClassandComp@nebraska.gov
 - **Review and Determination:**
 - State Personnel will review the submission and request any additional information as needed.
 - A determination will be issued back to your agency

Understaffing Positions:

- Purpose:

Agency heads may understaff a position with an employee of a lower class within the same series for training purposes.

- Duration:

- Understaffing is limited to 1 year
- Extensions require authorization by the State Personnel Director

- Requesting an Extension:

- In the event that understaffing beyond 1 year may be needed, submit a written request via email to the State Personnel Class & Comp team at: DAS.ClassandComp@nebraska.gov
- Including the following details in the request:
 - Position number
 - Classifications being utilized (employee's current class and full performance class)
 - Explanation for why the understaffing extension beyond one year is needed

Note: In order to qualify for understaffing the employee must be able to meet the MQ's of the full performance class within 1 year unless an extensions has been approved.

Note: When completing the requisition for understaffing, the full performance class should be selected in the main job profile field and the lower classification should be selected as an additional job profile. Talent Acquisition Team can assist with questions regarding requisitions.

Understaffing Positions:

- Procedure in Workday:

- Position restrictions should be the full performance level as classified
 - The middle four numbers of the job code must match in order to qualify for understaffing (I75012 & I75011)
 - Classifications with only one level have a skill level designated as “0” would not qualify for understaffing
- The employee’s compensation and classification should reflect the lower class they are understaffing
- Once the employee reaches the full performance level
 - Promotion can just be processed in workday via a job change event utilizing “*reclassification in the same position*”
 - The compensation will be determined by utilizing the appropriate calculator
- Once the event is approved in Workday the employee’s classification will reflect the full performance classification and match the position restrictions

Understaffing Positions:

- Understaffing Example:

- Scenario:

- An agency wishes to fill Position #12345678, classified as Staff Care Technician II (I75012), with a Staff Care Technician I (I75011) for six months for the purpose of training the employee to reach the full performance level (Staff Care Technician II)

- Workday:

- Position Hiring Restrictions:

- Position #12345678's hiring restrictions should reflect its classification as Staff Care Technician II (I75012)

- Employee Classification:

- The employee should reflect the classification they are currently functioning at- in this case Staff Care Technician I (I75011)

- Reaching Full Performance:

- Agency should submit Job Change event in Workday with the reason "Reclassification in Same Position"

Filling Discretionary Non-Classified Positions:

- Purpose:

Agencies who have vacant available discretionary non-classified positions allocated to the N00700 job code under the Discretionary Non-Classified title are able to fill these positions as they see fit.

- State Personnel's Role:

- State Personnel is responsible for tracking discretionary non-classified positions and acknowledging when agencies fill these positions

- Agency Role:

- Agency heads or their designees must notify State Personnel when filling a vacant discretionary non-classified position

Filling Discretionary Non-Classified Positions:

- Acknowledgment & Review Process:

- Acknowledgment submission should include:

- Position number
- Working title of the position
- Name of the individual occupying the position
- Annual Salary
- Effective Date
- Approval from the Chief of Staff for salaries over \$100,000

- State Budget funding verification, or cc your State Budget Analyst on submission
 - Submit to: DAS.ClassandComp@nebraska.gov

- Review and Acknowledgement:

- State Personnel will review the submission and request any additional information as needed.
 - An acknowledgement letter will be issued back to the agency

HR GUIDE:

Classification & Compensation

- Resources are available on the DAS Classification & Compensation website: (<https://das.Nebraska.gov/personnel/classcomp/index.html>)
 - **Class & Compensation Toolbox:**
 - HR Guide and any guidance documents
 - All forms
 - Additional PDQ Resources
 - **Class and Comp FAQ:**
 - Will be updated as needed

Thank You

