

Procedure Title:	Pay Practices				
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DHS Chief Administrative Officer

12/22/2003

Approved By: *(Authorized Signer Name)*

Date Approved

Procedure

The procedures below address four separate types of pay practices and each type of pay practice has a different approval process. These pay practices are: special hiring rates for initial appointments, promotions and transfers; salary on re-employment; short -term work-out-of-class; team lead and leadwork differential

Obtaining Approval for Special Hiring Rates for Initial Appointments, Promotions, and Transfers

Step	Responsible Party	Action
1.	Supervisor	<p>Obtain written prior approval from the Office of Human Resources (OHR) for hiring at a rate above the second step. Request must state conditions for requesting a special hiring rate. The request must have appropriate management level approval. <u>The request must be sent to OHR electronically.</u></p> <p><u>For initial appointments, if above 2nd step</u> – The request shall include the following:</p> <ol style="list-style-type: none"> a. applicant’s current salary; b. applicant’s educational background; c. applicant’s work history, special skills, qualifications or certifications; d. recruitment or retention problems pertaining to the position; e.g. lack of qualified candidates or other circumstances which justify the higher rate. <p><u>For promotions, if more than one step from current base salary</u> (Does not include differentials pays (WOC or leadwork). The request shall include the following:</p>

		<ul style="list-style-type: none"> a. If receiving WOC, length of time the employee has worked out-of-class (12 months or more in the higher level capacity) in the same position to which the employee is promoting; or b. Description of recruitment problems for the position (i.e., geographic location); or c. Other considerations such as a salary eligibility date within 2 months of date of promotion, which will negate any monetary gain. <p>For lateral transfers (same salary range to same salary range):</p> <p>Salary increases for lateral transfers have been suspended for the 2003-2005 biennium.</p> <p>OHR may approve an increase to an employee who transfers to a new assignment within the Department. The request shall include the following:</p> <ul style="list-style-type: none"> a. Recruitment or retention problems pertaining to the position; e.g. lack of qualified candidates or other circumstances, which justify the higher rate. b. Applicant's work history, special skills, qualifications or certifications; c. Geographical relocation or other negative financial results to be experienced by the employee.
2.	HR Manager	<p>Evaluate the request using the criteria in above incidents.</p> <p>If HR Manager agrees with request – forward to Chief Administrative Officer (CAO) for DHS. If approved by CAO, supervisor is notified.</p> <p>If denied, notify the supervisor in writing of the reason.</p> <p>Any request for 5th step and above will be forwarded to Department of Administrative Services (DAS) for approval. If approved or denied, supervisor will be notified.</p> <p>Also must have DAS approval for any promotion increases about one step.</p>

Obtaining approval for rate of pay on return to state service by Re-employment.

Step	Responsible Party	Action
1.	Supervisor	Obtain prior approval from OHR for appropriate salary and step at which a person may be re-employed. Criteria: An employee appointed to a classification in which he/she was previously employed or in a related classification with the same salary range, he/she may be paid at or below the step at the time of separation.
2.	OHR	Verify the appropriate salary, step and class.

Obtaining Approval for Work-Out-Of-Class (WOC) for short-term assignments (12 months or shorter) performing duties in a higher salary range. This excludes WOC pending reclassification of employee's position

Step	Responsible Party	Action
1.	Supervisor	Must have prior approval by OHR before the employee starts assignment. Submit DHS 2106, Work-out-of-Class Authorization form , position description and organizational chart to OHR.
2.	OHR	Notify Supervisor acknowledging receipt of WOC documents. Review request, analyze duties and make recommendation. OHR will review and notify supervisor of decision within 3 days of receipt. If approved, notify the supervisor and process the personnel action. If denied for not meeting the criteria, return to manager for further discussion.

Leadwork Differential (applies only to SEIU represented employees). Does not apply to management service, AFSCME or ONA employees.

Step	Responsible Party	Action
1.	Supervisor	Must have prior approval before the employee starts assignment. Submit DHS 2008, Leadwork Differential Agreement form to OHR after appropriate management level approval. Position description must reflect the criteria in the collective bargaining agreement (SEIU Contract – Article 26, Section

		7)
2.	OHR	<p>Review request based on criteria.</p> <p>If approved, notify the supervisor and process the personnel action.</p> <p>If denied for not meeting the criteria, return to manager for further discussion.</p>

Bilingual Skills Differential

Step	Responsible Party	Action
1.	Supervisor	<p>In order to assign an employee this differential, the position description must reflect interpretation and translation skills.</p> <p>Submit the position description and personnel action to OHR.</p>
2.	OHR	<p>Review position description for bilingual skills.</p> <p>If position description reflects bilingual skills, personnel action is processed.</p> <p>If bilingual skills are not indicated in position description, return to manager. If bilingual skills are essential to the position, manager updates the position description and returns to OHR.</p>

Team Lead Differential (Applies only to Information Systems Specialist 1-8)

Step	Responsible Party	Action
1.	Supervisor	<p>In order to assign an employee this differential, the position description must reflect the duties outline in the collective bargaining agreements.</p> <p>Submit the position description and personnel action to OHR.</p>
2.	OHR	<p>Review request based on collective bargaining agreements.</p> <p>If approved, notify the supervisor and process the personnel action.</p> <p>If denied for not meeting the criteria, return to the manager for further discussion.</p>

Policy that applies:

[DHS-060-029, DHS Pay Practices Policy](#)

Form(s) that apply:

DHS 2106, Work Out of Class Authorization - [PDF](#), [Word](#), [WordPerfect](#)

DHS 2008, Leadwork Differential Agreement - [PDF](#), [Word](#), [WordPerfect](#)

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(List keywords here that might be used by someone to search for this policy on the internet)

