**Compensation Quick Reference- Classified Staff**

Specific guidance is available in the [**Classified Compensation Policy**](https://uncoedu.sharepoint.com/:w:/r/sites/HumanResourcesOffice/_layouts/15/Doc.aspx?sourcedoc=%7B9C6AF306-984E-46A4-A9C2-FDC75E4114DC%7D&file=21_0817_Classified_Pay_Increase_Policy.docx&action=default&mobileredirect=true).

**Initial Pay Determination**

**When to use this process –** When an external candidate is hired for a vacant position.

**HR Timeline –** 3 days-2 weeks for banding (if new/updated position) and Position Salary Analysis, and if offering over recommended equity range a Pay Equity Impact Review

**Decision Maker**- Area Vice President

**Data Used**- [State Classified System Classification and pay bands](https://dhr.colorado.gov/state-hr-professionals/pay-plans) as well as internal [Equal Pay for Equal Work](https://leg.colorado.gov/sites/default/files/2019a_085_signed.pdf) (EPEW) data.

**Process-**

1. New positions are approved during the annual staffing plan process and approval to post a vacant position is approved by the area Vice President.
2. HR Classified Selection Analyst conducts a review of proposed new positions or vacant positions based on the appropriate classification and pay range for the position, internal pay data, and the equal pay act. Starting pay is traditionally at the minimum of the pay range for entry level candidates
3. Division or College ASC posts the position with a range or specific salary approved by the Vice President.
4. At offer, any candidate negotiations up to the maximum of the agreed upon salary can be approved by the delegated hiring authority, any offer over the maximum must be accompanied by a Pay Equity Impact Review form from HR and be approved by the area Vice President.

**Budget- -** Initial position budget is identified in the annual staffing plan and the current budget can be found on the BUD001 report. If the decision to offer more than the current budgeted amount is made after the PAF has been submitted, the budget office will confirm the amount with the VP via email after the PDF has been submitted to payroll

**Annual Pay Increases**

**Decision Maker**- State Legislature

**Data Used-** [Annual State Salary Survey](https://dhr.colorado.gov/state-hr-professionals/compensation)

**Process-**

1. The legislature approves a classified pay increase and distribution method in the long bill near the end of the legislative session in May.
2. Increases are effective 7/1 at the beginning of the new fiscal year

**Budget-** The pool for annual pay increases is determined in the annual budget process and individual staff line budget adjustments are made centrally.

**Promotional Increases**

**When to use this process –** When an employee is promoted, their position changes as part of a permanent reclassification, they transfer to a new position, or they are demoted.

**HR Timeline – 1-2 weeks for banding and Position Salary Analysis**

**Decision Maker-** Area Vice President

**Data Used**- [State Classified System Classification and pay bands](https://dhr.colorado.gov/state-hr-professionals/pay-plans)

**Process-** Per the EPEW Act, all positions must be posted and filled through a transparent selection process. Salaries for these positions would be established using the initial pay determination process above.

**Budget--** Initial position budget is identified in the annual staffing plan and the current budget can be found on the BUD001 report. If the decision to offer more than the current budgeted amount is made after the PAF has been submitted, the budget office will confirm the amount with the VP via email after the PDF has been submitted to payroll

**Equal Pay for Equal Work (EPEW) Adjustments**

**When to use this process –** this process happens once per year, in February. Salary is reviewed for all current employees who have active positions on February 1.

**Timeline to complete** – The process begins February 1 and changes are effective April 1.

**Decision Maker-** The Human Resources Office is responsible for the application of the [Equal Pay for Equal Work Act.](https://leg.colorado.gov/sites/default/files/2019a_085_signed.pdf)

**Data Used-** Position by job classification, level, and years of service, and salary for all internal Classified Staff.

**Process-**

1. Data for all Classified Staff is pulled on 2/1 and sorted by job classification.
2. Data is reviewed by HR staff to identify any wage rate differential that can’t be explained by any of the following:
   1. A seniority system;
   2. A merit system;
   3. A system that measures earnings by quantity or quality of production;
   4. The geographic location where the work is performed;
   5. Education, training, or experience to the extent that they are reasonably related to the work in question; or
   6. Travel, if the travel is a regular and necessary condition of the work performed.
3. Adjustments are recommended by the HR Compensation Analyst
4. Adjustments are reviewed by the Directors, AVPs and VPs to verify compliance, specifically any relevant education, training, or experience that might impact the analysis.
5. Pay adjustments are entered into the payroll system effective 4/1 and letters sent by Human Resources to classified staff who receive EPEW adjustments.

**Budget-** The pool for EPEW adjustments is identified in the budget process and individual employee line budget adjustments are made centrally.

**Other Discretionary Adjustments**

**Decision Maker**- Vice Presidents

**Data Used-** Market Data, Written Offers, Other

**Process-** Discretionary Adjustment are detailed in State Personnel Rules section 3-18. The 6 applicable situations are: 1. Salary Range Compression, 2. Counteroffer, 3. Delayed Promotional Increase, 4. New Hire Adjustment, 5. Competency Based Increase, and 6. Equity Adjustment. Specific Information and Forms to request one of these discretionary adjustments are available in the classified compensation policy. Discretionary pay changes will be used sparingly as the primary tools for classified pay adjustments are annual increases and compliance with the EPEW Act.

1. Supervisor completes the Discretionary Pay Adjustment Request Form
2. Area VP reviews and approved the form and submits to HR
3. HR completes the Pay Equity Impact Review form to ensure no other departments are impacted by the change (future pay equity adjustments)
4. If other areas are impacted by the increase, VP notification and approval will be required by both area VPs
5. Once approved, ASC will submit a PDF for the individual for processing through payroll.

**Budget-** The source of funding for any amount above the current budgeted amount must be identified by the hiring authority and communicated to the Budget Office via the PAF. If the decision to offer more than the current budgeted amount is made after the PAF has been submitted, the budget office will confirm the amount with the VP via email after the PDF has been submitted to payroll. During the next budget cycle, the VP will be responsible to identify funds for all discretionary pay increases from their existing budget.