

## DHRM COMPENSATION BULLETIN

Current Date: March 18, 2003  
Effective Date: June 21, 2003

Reference: UCA67-19-12

SUBJECT: **Compensation and Benefits for State Employees FY2004 – (July 2003-June 2004)**

### **Contents:**

- Compensation
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### **Compensation**

The legislature did not provide funding for COLA, Merit, or MCA increases. The legislature approved funding to cover the increased costs of Retirement and Health/Dental Benefits, giving a total compensation package of 2.62%. These funds will be built into the base budget of each agency.

**Benefits** (Call PEHP Customer Service, (366-7555) for additional explanation or questions.)

1. The cost to the State for health and dental benefits increased **8.05%** for Fiscal Year 2004.
2. Employees enrolled in the **PEHP Preferred Care plan** will continue to pay 7% of the costs as a biweekly employee contribution. However, the 7% rate is based on higher costs and will result in the following new rates: **Family coverage - \$25.89 per pay period, Two-party coverage - \$19.39 per pay period, and Single coverage - \$9.41 per pay period.** Co-pays for prescription drugs will increase from 20% to 25%.
2. Employees enrolled in the **Exclusive Care, Summit Care and Comprehensive Care** health plans will continue to pay 2% of the total premium. Bi-weekly employee premiums will be: **Family coverage - \$6.88 per pay period, Two-party coverage - \$5.15 per pay period, and Single coverage - \$2.50 per pay period.** Coverage for in-patient hospital care will decrease from 100% to 95%. Co-pays for prescription drugs on the Exclusive Care and Comprehensive Care plans will increase from 20% to 25%. There are no changes in the prescription drug program for Summit Care.
3. Employees enrolled in the **PEHP Traditional dental plan** will pay the following bi-weekly contribution rates: **Family coverage - \$9.00 per pay period, Two-party coverage - \$6.38 per pay period, and Single coverage - \$4.88 per pay period.**
4. Employees enrolled in the **PEHP Preferred Dental plan** will now pay 2.9% of the total premium. Bi-weekly employee contribution rates will be: **Family coverage - \$1.77 per pay period, Two-party coverage - \$1.23 per pay period, and Single coverage - \$.96 per pay period.**

6. Employees enrolled in the **Dental Select** plan will have the following employee contribution rates:  
*Family coverage - \$3.42 per pay period, Two-party coverage - \$2.69 per pay period, and Single coverage - \$2.50 per pay period.*
7. Employee participation dollars will be taken as pre-tax deductions. Employees will not need to submit a FLEX\$ request because the money will already be treated as pre-tax.
8. PEHP will continue to allow one additional opportunity for employees to make a health carrier change during the fiscal year. Each employee will be allowed to change health carriers one time in each fiscal year *in addition to* the open enrollment period in May.

#### **Longevity and Other Salary Increases:**

- The new payroll system allows salary increases to be effective any day within a pay period.
- Salary increases, such as longevity increases, promotional increases and ASI's, must be manually entered and approved prior to fiscal year-end processing. DHRM is currently working with Finance to determine the timing for fiscal year-end processing.
- If more than one type of increase is processed for a single employee, the increases will run in chronological order based upon which is entered first.
- Longevity salary increases are to follow previously established DHRM rules for eligibility.
- As always, these increases are funded from existing agency budgets. There is no additional or separate funding.
- DHRM Longevity Reports in the HRE system can assist agencies in identifying eligible employees. In HRE select "Reports" from the activity list. Select "Employment Reports" and then "Projected Longevity." DHRM is updating these reports to include "all" individuals who are in Longevity or are eligible at maximum of range. Individuals will be sorted by Agency, Org, Date of Eligibility, and then Name. In order to be eligible for a Longevity increase, career service employees must have a current performance evaluation of successful or higher. The report will show who has one and who does not. Note that salary actions *will not process* at fiscal year end for these employees without the performance evaluation.

#### **Other Important Information:**

1. **Assignment and Classification Actions.** Deadlines for assignment actions and classification actions prior to fiscal year-end closing have not yet been determined. DHRM and Finance will determine action dates and will disseminate that information as it becomes available.
2. **Salary ranges for Executive Directors and Commissioners** on the State of Utah Executive Pay Plan will not be adjusted. If the Governor adjusts an actual salary of an Executive Director or Commissioner, it will be entered by DHRM.
3. **Salary ranges for employees on the Administrative Pay Plan** will not be adjusted.
4. **Manual salary actions effective June 21, 2003** will show in the paycheck received on July 18, 2003.
5. **Performance Evaluations.** Even though Merit increases were not given, we encourage you to follow the normal, annual practice of completing and entering your evaluations into the HRE System.

The following documents may be found on [www.dhrm.utah.gov](http://www.dhrm.utah.gov) under “Compensation and Benefits”:

- State of Utah General Pay Plan
- State of Utah Longevity Pay Plan
- State of Utah Administrative Pay Plan
- State of Utah Executive Pay Plan

**APPROVAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

KSO/lmw

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