
DHRM TOTAL COMPENSATION BULLETIN

Compensation and Benefits Information for State Employees FY 2016

Revised - 4/10/2015

Effective Date: June 20, 2015

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1. Salary Updates

H.B. 8- State Agency and Higher Education Compensation Appropriations

- Provides funding equivalent to a 2.25% general increase for eligible state employees.
- Provides an equivalent of 0.75% MCA/"Hot-Spot" total funding to support salary increases for select state employees working in certain jobs.
- Provides funding equivalent of 0.75% for discretionary salary adjustments to certain employees of constitutional officers, the legislative branch, and the judicial branch.

General Increase

- The legislature provided funding equivalent to a 2.25% general increase for eligible state employees.
- The 2.25% salary increase will be administered as a General Increase to employees who meet certain eligibility criteria. A general increase functions similar to a COLA; however no adjustments will be made to salary ranges. (See the bulleted section below to see which employees are eligible.)
- Eligible employees who are at the maximum of the salary range, above the maximum or in longevity will receive a one-time bonus equivalent to the calculation of a 2.25% yearly salary increase.
 - The calculation will be based on 2096 hours. DHRM will work closely with the Division of Finance to provide employees who receive a one-time

bonus with FAQ's on how taxes will be applied and will provide options for utilizing pre-tax plans.

- Employees who are less than 2.25% away from the maximum of the salary range will receive an increase to take them to the maximum of the salary range and the difference will be given in the form of a one-time bonus, for a total increase equal to 2.25%.
- Non-Benefited employees will only receive the increase if their agency determines that they are eligible.
- Eligibility for the 2.25% increase and/or the one-time bonus are as follows:
 - Schedule B – All employees eligible
 - Schedule AA – Not eligible
 - Schedule AB – All employees eligible, unless prohibited by statutory limit in UCA § 67-22-2
 - Schedule AC – Employees eligible; according to agency policy
 - Schedule AD – All employees eligible
 - Schedule AG – Employees eligible, according to agency policy
 - Schedule AH – Educators not eligible; other employees eligible according to agency policy
 - Schedule AN – Legislative branch will determine eligibility
 - Schedule AO – Judicial branch will determine eligibility
 - Schedule AP – Not eligible
 - Schedule AQ – Not eligible
 - Schedule AR – All employees eligible
 - Schedule AS – All employees eligible
 - Schedule AT – All employees eligible
 - Schedule AU – Not eligible
 - Schedule AW – All employees eligible
 - Schedule IN – Benefited employees eligible; agency will determine eligibility for Non-Benefited employees.
 - Schedule TL – Benefited employees eligible; agency will determine eligibility for Non-Benefited employees.

Cost-of-Living Adjustments

Cost-of Living Adjustments (COLA's) were not approved for FY2016.

"Hot-Spot" Salary Increase

"Hot-Spot" salary increases were approved for FY2016 for certain employees in targeted "Hot-Spot" jobs within State agencies. The following table shows the jobs within the agency that will be adjusted by the percentage shown. Salary ranges will not be adjusted for the "Hot-Spot" salary increase.

- The legislature provided funding equivalent to a .75% "Hot-Spot" increase for certain targeted "Hot-Spot" jobs. (See table below for specific jobs within the agency that will be adjusted by the percentage shown).
- The specific percentage salary increase will be administered to incumbent salaries within jobs that were selected by the agency and evaluated against the following market criteria:
 - 1- Average Salary Below the Market
 - 2- Compression at the Bottom of the Salary Range
 - 3- High Turnover
- Employees that are in core schedule codes of B,AD,AR,AT,AW that are within job classifications that are identified in the agency from the table below will receive the specified increase. IN/TL employees will be administered at the option of the agency. See the "Hot-Spot" administration instructions in section 4 for details.
- The increase will not result in any adjustment to a salary range.
- Eligible employees who are at the maximum of the salary range, above the maximum or in longevity will receive a one-time bonus equivalent to the calculation of the specified percentage.
 - The calculation will be based on 2096 hours for FY16. DHRM will work closely with the Division of Finance to provide employees who receive a one-time bonus with FAQ's on how taxes will be applied including options for utilizing pre-tax plans.
- Employees who are less than the specified percentage away (as determined in the table below) from the maximum of the salary range will receive an increase to take them to the maximum of the salary range and the difference will be given in the form of a one-time bonus, for a total increase equal to the specified percentage increase for that job.
- Any exceptions that an agency has with the administration of the "Hot-Spot" increase will need to be approved by DHRM administration before **Wednesday May 20, 2015**.



Agency Hot-Spot Job Increase Report			
Agency	Job ID	Job Title	Revised
270	35006	Laboratory Technician II	MCA
120	14218	Financial Manager I	MCA
140	15299	HR Tech II, ERIC	MCA
140	15262	HR Manager	MCA
710	14216	Financial Analyst III	MCA
700	14356	Administrator Public Service Commission	MCA
200	91070	CASEWORKER SPECIALIST II	3.00%
270	35018	Medical Examiner Assistant	MCA
450	28614	Outreach Program Specialist	3.00%
140	15308	HR Program Manager	MCA
100	14292	Accountant, State Finance	MCA
810	44004	Transportation Tech I	3.00%
120	14428	Auditor III	3.00%
660	82100	Anti-Discrimination Agent	3.00%
660	82097	Labor Commission Specialist	3.00%
200	92258	PSYCHIATRIC/DEVELOPMENTAL TECHNICIAN	3.00%
690	21004	Insurance Analyst	3.00%
560	43008	Engineer III	2.25%
570	60160	Inspector IV, Agriculture	2.25%
200	75002	FOOD SERVICE WORKER II	2.25%
810	43012	Engineer Manager I	2.25%
810	53020	Journey Auto Worker	2.25%
270	32514	Health Program Specialist III	2.25%
480	43038	Environmental Engineer III	2.25%
670	83151	Investigator II-Non Post	MCA
690	21014	Market Conduct Examiner	2.25%
690	21000	Insurance Specialist	2.25%
710	16040	Program Specialist II	2.25%
410	11020	Office Specialist I	2.25%
400	11020	Office Specialist I	2.25%
410	86020	CORRL OFFICER, POST	2.25%
180	35384	Senior Forensic Scientist	2.25%
700	85014	Legal Enforcement Counsel IV	MCA
180	83008	Communications Specialist	2.25%
100	28202	Archivist II	2.25%
410	11022	Office Specialist II	2.25%
680	11018	Office Technician II	2.25%
660	37012	Safety & Health Officer	2.25%
120	22006	Tax & MV Tech II	2.25%
650	14600	Retail Sales Clerk I	1.88%
650	14602	Retail Sales Clerk II	1.50%
650	14607	Asst. Liquor Store Manager	1.50%

Market Comparability Adjustment (MCA)

Market Comparability Adjustments (MCA's) were approved for FY2016 for certain targeted benchmark jobs. The following table shows the benchmark jobs that were authorized to be adjusted through the MCA. The MCA will adjust the salary ranges and incumbent pay for all the jobs within that benchmark by the percentage shown in the table below.

- The legislature provided MCA funding at a specific percentage increase for eligible state employees. (See table below for specific benchmarks that will be adjusted by the percentage shown).
- Employees that are within core schedule codes of B,AD,AR,AT,AW that are in a job classification that is associated with a benchmark job in the table below, will receive the same increase as the benchmark job. IN/TL employees will be administered at the option of the agency. See the MCA administration instructions in section 4 for details.
- The MCA will be administered according to the following criteria:
 - 1- Adjustments will be made to the salary range minimum and maximum.
 - 2- Eligible employees will move **within the salary range** by the same specific percentage increase as the salary range.
 - 3-Eligible employees will receive an increase up to, but not beyond the salary range maximum.

3a. Example: *If an employee's current hourly rate is 1% above their current salary range maximum. The employee receives a 3% MCA. The salary range is increased by 3%, so now the employee's current hourly is 2% below the new adjusted salary range maximum. The employee will only have their hourly increased by 2% to the new salary range maximum, but not beyond.*

- 4-Eligible employees above the new salary range maximum will not receive an increase or a bonus.
- Any exceptions that an agency has with the administration of the MCA will need to be approved by DHRM administration before **Wednesday May 20, 2015**.



MCA Benchmark Increase Report		
BM JOB ID	Benchmark Job Title*	Increase % in HB8 (.75)
15506	Trainer II	4.50%
32014	Medical Doctor	4.50%
14216	Financial Analyst III	4.50%
20414	Risk Mgmt Claims Adjuster II	4.13%
92010	Psychologist	4.13%
32175	Pharmacist	4.13%
85008	Legal/Enforcement Counsel II	4.13%
35008	Laboratory Tech III	4.13%
93006	Occupational Therapist	3.38%
52454	Journey Electrician	3.38%
93352	Physical Therapist	3.38%
36000	Audiologist/Speech Path I	3.38%
52304	Journey Plumber	3.38%
32832	Veterinarian	3.38%
51201	Architect	3.00%
53254	Journey Welder	3.00%
83124	Officer	3.00%
15306	Human Resources Analyst II	3.00%
34622	Registered Nurse II	3.00%

Merit Increases

Merit increases were not approved for FY2016.

H.B. 239 - Human Resource Management Amendments

This bill gives DHRM the ability to use better, more relevant salary data in its compensation recommendations each year. It also provides that employees who are currently classified in the schedule codes of AD and AR will become unclassified employees. Specific information regarding steps that DHRM is taking to implement the provisions of this bill are provided below:

- DHRM is in the process of drafting rules that will be effective **July 1, 2015**. The rules will create two separate sections regarding the pay plans for classified employees and unclassified employees who are in schedule codes AD and AR.
- DHRM rules will include a new definition for “structure adjustment,” which is an adjustment to a salary range based upon a market need that will allow the movement of salary ranges as long as there is no budgetary impact on the agency.
- Initially, after July 1, 2015, employees who are in schedule codes of AD and AR will be reviewed by DHRM on a case by case basis to determine the relevance of a request for an adjustment to a salary range. The request will need to be supported by market data that justifies an increase to the salary range. More details regarding this process will be coming soon.
- DHRM will be working to develop a more structured pay plan for AD and AR employees however; this will not be in place by **July 1, 2015**. DHRM will initially focus on agency "Hot-Spot" AD/AR jobs that need salary range adjustments.
- DHRM is currently in the process of expanding benchmark jobs for all classified employees. Benchmark jobs are used to gather market data during DHRM's annual salary survey process. This will enable it to improve Market Comparability Recommendations.
- DHRM is currently working with agencies to solidify a methodology that will be used to target "Hot-Spot" jobs in agencies. This methodology will be used to make compensation recommendations for "Hot-Spot" jobs to the Governor's Office and to the Legislature.
- DHRM will release a more detailed list of FAQ's regarding the impacts of H.B. 239 in May of 2015.

2. Retirement Changes

H.B 8 - State Agency and Higher Education Compensation

- Provides appropriations for an up to \$26 per pay period match for qualifying state employees enrolled in a defined contribution plan.

H.B. 38 - Supplemental Savings Plan Amendments

- Allows a state employee to make a contribution into a deemed IRA or other similar savings plan to be eligible for the 401(k) matching plan. Prior to this bill an employee could only be eligible for the match if contributing to a 401(k) plan. This bill takes effect on May 12, 2015.

H.B. 12 – Retirement Amendments

- Clarifies that members may receive service credit for military service covered under USERRA.
- Clarifies that the definition of “benefits normally provided” includes employer contributions to a health savings account, health reimbursement account, health reimbursement arrangement, or medical expense reimbursement plan.

H.B. 27 – Department of Corrections Retirement Amendments

- Provides that a DOC employee shall continue to earn public safety (PS) service credit in the PS retirement system if the employee’s position is no longer covered and the employee:
 - remains employed by DOC;
 - meets eligibility requirements;
 - was hired before 7/1/2015 in a covered position; and
 - has not had a break in service on or after 7/1/2015.

H.B. 115 - PS Retirement or Dispatcher

- Requires the state to cover certified dispatchers under PS retirement systems.

H.B. 133 - Firefighter Retirement Amendments

- Provides that a person employed as the state fire marshal or a deputy state fire marshal is eligible to earn service credit in the Firefighters’ Retirement System or the New Public Safety and Firefighter Tier II Contributory Retirement system.

H.B. 151 - Affiliated Emergency Service Worker Postretirement Employment Amendments

- Provides that reemployment as an affiliated emergency service worker is not subject to postretirement reemployment provisions under certain circumstances;

- Provides that a member is not required to cease employment as an affiliated emergency service worker of a participating employer to be eligible to retire.

S.B. 128- Long-Term Disability Insurance Plan Amendments

- Authorizes the Utah State Retirement Office to request additional information to determine whether an eligible employee has a total disability.
- Provides that the Utah State Retirement Office may refer the eligible employee to a rehabilitation or vocational specialist for return to work assistance.
- Specifies the appeal procedure for denial or termination of benefits.
- Provides that when a valid benefit protection contract is in place, a disabled eligible employee does not accrue service credit during the period of total disability if the disabled eligible employee is eligible to retire with an unreduced retirement allowance.

3. Medical, Dental, and Vision Insurance Changes

Employee Health Clinic Pilot Program

- HB 148 provides for PEHP to set-up health/dental clinics for state employees and their dependents:
 - Effective July 1, 2015, three health clinics will be available for state employees who are PEHP members and their covered dependents
 - Medical clinics will be in Salt Lake City, Ogden, and Provo
 - Dental clinics will be in Salt Lake City, Ogden, and St. George
 - Reduced deductibles and medical treatment costs
 - Traditional Plan - Advantage, Summit, or Preferred receive services with a \$10 copay
 - STAR Plan and Utah Basic Plus – Advantage, Summit, or Preferred receive services discounted 25% off the allowable amount
 - PEHP Dental Plans – Receive services discounted 10% off the allowable amount
 - Pharmacy benefit information to be announced in the near future

Employee One Time Rebate

- HJR 10- Active PEHP members will receive a pre-tax \$93 rebate during the month of May 2015.

Health Plan Premiums (see rate sheet below)

- While the Legislature funded a 4.9% health premium increase, **employee premiums** for the Traditional and Preferred Care plans also increased by 4.9%.
- Other medical plan premiums remain the same.
- The HSA employer contribution did not change. Please remember:
 - The first half of the HSA contribution will be distributed by the end of July and the second half will be distributed by the end of January 2016.
 - These rates are prorated for new hires
 - Employees may change HSA contributions at any time by logging into [myPEHP](#) account and selecting the HSA election link.

Health Plan Deductible and Out of Pocket Max Changes (HRJ 10)

- Prescription and medical deductibles are merging into one deductible of \$350/700, replacing the two separate medical and prescription deductibles.
- The out-of-pocket maximums have merged into one out of pocket max of \$3000/6000/9000. This replaces the separate medical and prescription out of pocket maximums.
 - As always, out-of-network charges do not have an out of pocket maximum.

Flexible Spending Reminder

- FSA maximum contribution for 2015-2016 is \$2,550.
- The new carryover provision is now in effect:
 - \$500 may be carried over into the next plan year. The carryover amount is in addition to the \$2,550 maximum contribution for 2015-2016.

Vision Plans

- Vision premiums remain the same.

Dental Plans

- Dental premiums for the Traditional and Preferred Choice plans remain the same.
- Regence Expressions overall premiums increased by 3.9%
 - Single and double plan rates were reduced
 - Family rates increased

Bi-weekly Rate Chart *New insurance rates are effective on pay period 13 (6/20/15)*

Medical Bi-weekly Premiums

Star: Summit & Advantage			
	FY 2015	FY 2016	Increase/ Decrease
Single	\$ 0.00	\$ 0.00	\$ 0.00
Double	\$ 0.00	\$ 0.00	\$ 0.00
Family	\$ 0.00	\$ 0.00	\$ 0.00
Star: Preferred Care			
Single	\$ 51.74	\$ 54.28	\$ 2.54

Double	\$106.68	\$111.91	\$ 5.23
Family	\$142.42	\$149.40	\$ 6.98
Traditional: Summit & Advantage			
Single	\$ 20.89	\$ 21.92	\$ 1.03
Double	\$ 43.07	\$ 45.18	\$ 2.11
Family	\$ 57.50	\$ 60.33	\$ 2.83
Traditional: Preferred Care			
Single	\$ 86.94	\$ 91.19	\$ 4.25
Double	\$ 179.24	\$ 188.03	\$ 8.79
Family	\$ 239.28	\$ 251.00	\$ 11.72
Utah Basic Plus: Summit/Advantage			
Single	\$ 0.00	\$ 0.00	\$ 0.00
Double	\$ 0.00	\$ 0.00	\$ 0.00
Utah Basic Plus: Preferred Care			
Single	\$ 41.41	\$ 43.44	\$ 2.03
Double	\$ 85.39	\$ 89.57	\$ 4.18

Family	\$ 113.98	\$ 119.58	\$ 5.60
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Dental Bi-weekly Premiums

Traditional			
	FY 2015	FY 2016	Increase/ Decrease
Single	\$ 2.46	\$ 2.46	\$ 0.00
Double	\$ 4.56	\$ 4.56	\$ 0.00
Family	\$ 8.31	\$ 8.31	\$ 0.00
Preferred Choice			
Single	\$ 1.36	\$ 1.36	\$ 0.00
Double	\$ 2.52	\$ 2.52	\$ 0.00
Family	\$ 4.59	\$ 4.59	\$ 0.00
Regence Expressions			
Single	\$ 12.07	\$ 8.11	\$ (3.96)
Double	\$ 18.21	\$ 14.16	\$ (4.05)

Family	\$ 17.77	\$ 25.00	\$ 7.23
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Vision Bi-weekly Premiums

EyeMed – Full Vision Plan			
	FY 2015	FY 2016	Increase/ Decrease
Single	\$ 3.47	\$ 3.47	\$ 0.00
Double	\$ 5.68	\$ 5.68	\$ 0.00
Family	\$ 7.88	\$ 7.88	\$ 0.00
EyeMed – Eyewear ONLY Plan			
Single	\$ 2.99	\$ 2.99	\$ 0.00
Double	\$ 4.76	\$ 4.76	\$ 0.00
Family	\$ 6.54	\$ 6.54	\$ 0.00
OptiCare - Full Vision Plan			
Single	\$ 3.83	\$ 3.83	\$ 0.00
Double	\$ 6.10	\$ 6.10	\$ 0.00
Family	\$ 9.04	\$ 9.04	\$ 0.00
OptiCare - Eyewear ONLY Plan			



Single	\$ 2.94	\$ 2.94	\$ 0.00
Double	\$ 4.46	\$ 4.46	\$ 0.00
Family	\$ 6.29	\$ 6.29	\$ 0.00

4. Salary Increase Administration Instructions to Agencies

2.25% General Increase

- DTS staff will automate the general increase according to the criteria provided in the Salary Increase Section 1 above. For IN/TL schedules codes, DTS staff will program the increase for benefited employees only. If agencies would like to provide the increase to non-benefited IN/TL employees, there will be a tracking spreadsheet provided to identify those employees (see next bullet point).
- DHRM Administration staff will provide agency HR Field Offices with a report that shows all non-benefited IN/TL employees by org in the agency.
- DHRM Administration will provide IN/TL eligibility spreadsheets via Google Drive for all orgs in the agency. HR Field Office staff will use this Google Drive document to designate by agency/org whether non-benefited IN/TL employees will receive the increase. Checking the box activates the increase for all non-benefited IN/TL employees in the org.
- If the box for non-benefited IN/TL employees is not checked or if the IN/TL eligibility spreadsheet is not updated, non-benefited IN/TL employees will not receive the increase.
- The IN/TL report and the Google Drive IN/TL eligibility spreadsheet will be sent to agency HR Field Offices by **Wednesday, May 27, 2015**.
- DTS staff will only automate the increase for non-benefited IN/TL's at org level. This means that if agencies would like to separate non-benefited IN/TL's from getting the increase within the same org, those increases will need to be entered manually by HR Field Office staff.
- By Wednesday, **June 10, 2015**, HR Field Offices will need to update the IN/TL eligibility spreadsheet on Google Drive.
- IT staff **will not** automate the 2.25% increase for non-benefited IN/TL staff unless indicated on the IN/TL eligibility spreadsheet that the increase should be given.

Note: Benefited employees as outlined above will receive the General increase. There is no discretion to exclude them, so only non-benefited employees should be included on the spreadsheet.

"Hot-Spot" Increase

- DHRM Administration staff will provide agency HR Field Offices a report via google drive of all "Hot-Spot" job classifications and their associated percentage increase. Only employees who are in the following schedule codes will receive the increase: B, AD, AR, AT, and AW.
- The "Hot-Spot" increase report will be provided on or before **Thursday, April 16, 2015**.
- The "Hot-Spot" increase report will include a box for the agency to designate whether IN/TL employees will receive the increase. Checking the box activates the increase for all IN/TL employees within the job classification. These IN/TL designations will need to be made prior to **Wednesday, June 10, 2015**.
- Any exceptions that an agency has with the administration of the "Hot-Spot" increase will need to be approved by DHRM administration before **Wednesday May 20, 2015**.
- DTS staff will automate the "Hot-Spot" increase according to the agency, job classification, and increase percentage as provided in the "Hot-Spot" increase report.

Market Comparability Adjustment (MCA)

- DHRM Administration staff will provide agency HR Field Offices a report via google drive of all MCA's by job classification, with the associated percentage given. Only employees who are in the following schedule codes will receive the increase (B, AD, AR, AT, and AW).
- The MCA increase report will be provided on or before **Thursday, April 16, 2015**.
- The MCA increase report will include a box for the agency to designate whether IN/TL employees will receive the increase. Checking the box activates the increase for all IN/TL employees within the job classification. These IN/TL designations will need to be made prior to **Wednesday, June 10, 2015**.

Note: If an agency chooses to not provide an MCA increase to an IN/TL employee resulting in the employee being placed below the minimum of the salary range, DHRM will work with the agency to explore acceptable options.

Agencies may need to provide the MCA increase to an IN/TL employee to keep the employee at the minimum of the salary range.

- Any exceptions that an agency has with the administration of the MCA will need to be approved by DHRM administration before **Wednesday May 20, 2015**.
- DTS staff will automate the MCA increase according to the job classification and increase percentage as provided in the MCA increase report.

5. Coding and Sequence of Salary Actions

How Will Salary Actions be Coded?

1- The General Increase will be coded as “**General Increase**” by DTS staff; there will be no manual drop-down available in HRE for HR Field Office staff to process the increase. If the adjustments need to be made after fiscal year end processing, agency HR Field Offices will need to work through ERIC and DTS staff to properly code the action as a “**General Increase.**”

2- The "Hot-Spot" Increase will be coded as “**Market Hot-Spot Increase**” by DTS staff; there will be no manual drop-down available in HRE for HR Field Office staff to process the increase. If the adjustments need to be made after fiscal year end process, agency HR Field Offices will need to work through ERIC and DTS staff to properly code the action as “**Market Hot-Spot Increase.**”

3- The MCA Increase will be coded as “**Market Comparability Adjustment - MCA.**” If adjustments need to be made after fiscal year end processing, agency HR Field Offices will need to work through ERIC staff to properly code the action as “**Market Comparability Adjustment - MCA.**”

4- Agency-specific legislatively-approved salary increases should be coded as “**ASI-Legislative Approval**” and is available in HRE for manual entry. If agencies have special legislatively funded increases that were not part of the General Increase, Market "Hot-Spot" or Market Comparability adjustment, HR Field Offices in these agencies will need to work with DHRM administration to determine if adjustments can be automated and in what date and sequence the increase should take place. Any special legislatively funded increases that need automation will need to be coordinated and approved by DHRM administration before **Wednesday May 20, 2015.**

5- If an agency wishes to give salary increases with monies from its existing budget, after the agency-specific legislatively-approved funding has been exhausted. These salary increases must be entered with an ASI action code in HRE that is appropriate for what you are giving the increase for, i.e. executive director approval, performance, etc. Do not use the “**ASI-Legislative Approval**” action codes, even if you consider them to be the same type of increase. DHRM must be able to produce reports that separate these actions based upon their funding source.

Sequence of Actions Effective on June 20, 2015

Salary actions effective on **June 20, 2015**, will be processed according to the following sequence:

1. Other Agency Salary Increases: (Manual Entry)

- Salary increases such as longevity increases, promotional increases and regular ASI's must be manually entered prior to 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.
- Increases, other than the General Increase, "Hot-Spot", Market Comparability Increase (MCA), and special agency-specific legislatively-approved increases, are funded from existing agency budgets. There is no additional or separate funding.
- Longevity salary increases should follow established DHRM rules for eligibility and should be processed by ERIC. Career service employees must have a current performance evaluation of successful or higher within the prior year in order to be eligible. These evaluation reviews must be entered into HRE prior to entry of the Longevity Increase action. Employees in Schedules AB, IN, TL are not eligible for longevity increases.

2. 2.25% General Increase (Automated Processing)

- See salary update section #1 above for employee eligibility. Employee base salary rates will be increased by 2.25%.

3. "Hot-Spot" Increases -Employees will only receive a "Hot-Spot" increase or an MCA increase so there should only be a maximum of three sequences. (Automated Processing)

- See salary update section #1 above for employee eligibility. Employee base salary rates will be increased according to the "Hot-Spot" increase table shown in section 1.

3. MCA- Employees will only receive a "Hot-Spot" increase or an MCA increase so there should only be a maximum of three sequences. (Automated Processing)

- See salary update section #1 above for employee eligibility. Employee base salary rates will be increased according to the MCA increase table shown in section 1.

One-Time Bonuses

- One-time bonuses, whether as a result of the general or "Hot-Spot" increase, will be automated by the Division of Finance. DHRM will send Finance a spreadsheet containing all eligible employees and the amounts they are to receive. Bonuses paid at the beginning of FY2016 will be applied on the **July 17, 2015** paycheck.
 - Late assignment and salary actions may affect the amount of a one-time bonus that has already been paid to employees; these errors must be corrected no later than **December 11, 2015**, in order for W-2's to be correct.
 - An employee who has received a one-time bonus in error or who receives more than they should have received will be required to reimburse the State for the overage no later than **December 11, 2015**.
 - An employee who should have received a one-time bonus, or received less than they should have, will have the bonus or the shortage paid to them only if the error is found prior to **December 11, 2015**.
 - Late assignment and salary actions processed after **December 11, 2015**, will not result in any correction to an error in the one-time bonus.

6. Fiscal Year End Dates

- The HRE system will be disabled during the processing of Fiscal Year End changes.
 - HRE will go down **Friday, June 19, 2015**, at 11:00 am
 - HRE will be back up **Monday, June 22, 2015**
- Thursday, **June 18, 2015**: All placement and onboarding actions and Tour 1 completion should be completed for new hires that start with the state on or before **June 20, 2015**.

Note: New hires that will start with the state on or before **June 20, 2015** must be in the HRE system before HRE shutdown to avoid a delay in the salary increase processing. If employees do not complete tour 1 in onboarding by the above deadline, adjustments will need to be made manually by agency HR Field Offices via ePAR when the HRE system comes back up on **Monday June 22, 2015**.

- All ePAR actions entered by the HR Field Office staff must be submitted prior to 5 P.M. on **June 18, 2015**.
- All HRE actions for **June 20, 2015** and earlier MUST be entered and approved by ERIC in HRE prior to **June 19, 2015** at 11:00 A.M.

It is critical that all actions for **June 20, 2015** or earlier are entered and approved prior to shut-down in order to ensure that the General Increase, "Hot-Spot" increase, and Market Comparability increases process correctly. This includes job and MPR/DPR actions that are in process. The Market Comparability Increase and the "Hot-Spot" increase will process from an employee's association in an eligible job ID. It will be critical that employees are active in the proper classification before fiscal year end processing occurs. The sequence for these increases will be based upon current information that is in place on **June 20, 2015**. Actions that are in pending status will be deleted.

- All ePARs entered with effective dates of **June 21, 2015**, and later will be DELETED. Deleted actions will need to be re-entered when the system is back up on Monday, **June 22, 2015**.
- The first paycheck date for FY2016 will be on **Friday, July 17, 2015**. This paycheck represents 11 calendar days in FY2015 and 3 calendar days in FY2016.



- Any special adjustments related to fiscal year end processing need to be coordinated with the DHRM administration office before **Thursday May 20, 2015**.