

## **EXECUTIVE COMPENSATION**

Process & Procedures

April 21, 2014

Executive Compensation encompasses the positions listed in 67-22 which include the following positions:

### **Appointed Executives:**

Commissioner, Agriculture & Food  
Commissioner, Insurance  
Commissioner, Labor Commission  
Director, DABC  
Commissioner, Financial Institutions  
Executive Director, Commerce  
Executive Director, CCJJ  
Adjutant General, Utah National Guard  
Executive Director, Community & Culture  
Executive Director, Corrections  
Commissioner, Public Safety  
Executive Director, Natural Resources  
Director, GOMB  
Executive Director, Admin Services  
Executive Director, DHRM  
Executive Director, Environmental Quality  
Director, Governor's Office of Economic Development  
Executive Director, Utah Science Technology and Research Governing Authority  
Executive Director, Workforce Services  
Executive Director, Health  
Executive Director, Human Services  
Executive Director, Transportation  
Executive Director, Technology Services  
Executive Director, Veterans and Military Affairs

### **Board or Commission Executives:**

Members, Board of Pardons & Parole  
Chair, Tax Commission  
Commissioners, Tax Commission  
Executive Director, Tax Commission  
Chair, Public Service Commission  
Commissioners, Public Service Commission

## **PROCESS & PROCEDURES**

In an effort to maintain an appropriate distance between an executive listed in 67-22 and the staff who enter salary and assignment actions for these executives, and to assure that appropriate documentation is maintained for these actions, all assignment actions, salary actions, and salary range information will be approved by the DHRM Compensation and Benefits Division and Executive Management.

DHRM Administration, The Employee Resource Information Center (ERIC), and the DHRM Field Office must coordinate and communicate on these types of actions. Knowledge of an assignment and/or salary action for an executive can come from any direction and we must ensure that the correct staff members are completing their assignments in a timely and accurate manner.

### **Approval Process**

- All assignment and salary actions should have written documentation from the Governor's Office. This may be obtained with assistance from the DHRM Executive Director or Deputy Director. The documentation should include the rate of pay and the start date for the new Executive.
- The DHRM Executive or Deputy Director will communicate this information to the Human Resource Director, Compensation and Benefits or designee and the DHRM Field Office Manager.

### **General Administration Process**

- If the Executive Recruiter/DHRM Administration conducts the recruitment, placement information is communicated to the Agency Field Office and the Human Resource Director, Compensation and Benefits or designee.
- The Human Resource Director, Compensation and Benefits or designee determine the applicable hourly rate if the Governor's Office provides an annual rate. This rate is generally determined by dividing the annual rate by 2080 hours.
- All documentation and salary tracking will be maintained by the Human Resource Director, Compensation and Benefits or designee. This tracking includes additional future salary increases approved at the time of hire.
- The Human Resource Director, Compensation and Benefits or designee provides an AB benefits packet to the DHRM field office and gives specific guidance of benefits and salary options for the new Executive.
- The DHRM field office informs the new executive regarding special benefits offerings and assists in the completion of Exempt life insurance and Retirement Opt out forms.

- The Human Resource Director, Compensation and Benefits or designee will notify the ERIC intake and/or transactions supervisor that a new executive is being hired. This will flag the ERIC regarding this action and delegate staff during the onboarding or EPAR stage.

**New Hire Onboarding Actions:** When an Executive (AB employee) is recruited and selected from outside of State Government and is a new hire or rehire, the new hire on-boarding process is used.

- The DHRM Field office enters the direct hire action in HRE. A new hire/rehire will always be entered as a direct hire at the DHRM field office level even if the Executive Recruiter conducts the recruitment.
- The DHRM Field office provides instructions to the Executive (AB employee) and assists them in accepting the offer and in starting the onboarding tours. They use the start date and hourly rate determined in the approval process above. A designated ERIC Staff member assists the DHRM field office with this process.
- The designated ERIC staff member verifies onboarding tour completion.
- The HRE action is finalized and submitted for approval by the ERIC after the onboarding tours are completed.
- The ERIC sends an e-mail informing the Human Resource Director, Compensation and Benefits or designee that the HRE action has been submitted for approval.
- Final action is reviewed and approved in HRE by the Human Resource Director, Compensation and Benefits or designee.

**EPAR Actions:** When an Executive (AB employee) is recruited and selected from inside of State Government and is a transfer, career service change etc., the EPAR action process is used.

- An EPAR is entered by the Human Resource Director, Compensation and Benefits or designee. A note is included with the EPAR instructing the ERIC that the Human Resource Director, Compensation and Benefits or designee should review and approve the HRE action.
- The EPAR is approved and the ERIC finalizes the action for approval in HRE.
- The ERIC sends an e-mail informing the Human Resource Director, Compensation and Benefits or designee that the HRE action has been submitted for approval.
- Final action is reviewed and approved in HRE by the Human Resource Director, Compensation and Benefits or designee.

## **Salary Range Changes**

- Approval on salary range changes is coordinated through Classification or Compensation Divisions in DHRM Administration.

## **Field Office Responsibilities**

- DHRM Field Offices will still be responsible for:
  - Orienting the executive with any agency specific onboarding issues.
  - Entering direct hire actions and assisting the executive (AB employee) with acceptance of the offer and with the onboarding tours.
  - Exempt life insurance benefits explanation including the completion of the acknowledgement form that says that the executive was offered coverage, assisting with enrolling the executive in Exempt Life with PEHP, and monitoring and removing the executive when they are no longer eligible for Exempt Life Insurance.
  - Assisting the executive in the completion and submission of the URS Retirement Opt out form.
  - Coordinating with the ERIC to update all non-salary/assignment information into the HRE system, such as work location, employee information, emergency contact, etc.
  - All other HR issues not related to the executive's salary/assignment.