



C O M P R E F O R M

A C T I O N B U L L E T I N

Bulletin No. 3

TO: Agency Human Resource Directors

FROM: Sara Redding Wilson, Director
Department of Human Resource Management

DATE: August 11, 2000

SUBJECT: Agency Compensation Reform Transition Planning Checklist and
Agency Salary Administration Plan Guidelines

Plans for statewide implementation of Compensation Reform call for each state agency to develop its own Agency Salary Administration Plan for classified employees. Enclosed is some information to assist you.

Prior to September 25, agencies should ensure that: (a) key managers involved in decision-making processes have been trained; (b) the decision-making and approval processes for salary decisions, particularly those related to the new pay practices, have been defined and communicated; and (c) the role of the Human Resource office has been defined.

A Transition Planning Checklist (please see attached) has been developed to assist agencies in the transition to the new pay structure. This checklist outlines issues that agency management should consider for initial conversion to the new system and also will serve as the transitional document and precursor for the Agency Salary Administration Plan. Please respond to each question with "1" – Yes, "2" – No, "3" – In Process, or "4" – Need Help. Your completed agency checklist should be signed by you and your agency head and submitted to the Department of Human Resource Management (DHRM) by **September 11, 2000**.

The Agency Salary Administration Plan (please see attached guidelines) will need to be completed by **December 1, 2000**. To help you with plan development, the Implementation Management Team with DHRM staff will be scheduling planning and preparation workshops within each Cabinet Secretariat for human resource directors. The objectives of these workshops will be to:

- Assist in identifying such issues such as agency compensation philosophy, budget implications, decision making processes, management accountability, the role of the human resource office, and reporting needs
- Share information about strategies for working with agency management
- Participate in peer discussions about common management issues, options, and possible strategies
- Assist with the development of an implementation plan by identifying tasks and timelines at state and agency levels
- Identify any issues unique to agencies in the Secretariat
- Provide information about Implementation Management Team project plans, training and communication efforts, and other implementation activities

Details about these meetings will be available soon.

Cc: Cabinet Secretaries
Agency Heads

Att: Agency Compensation Reform Transition Planning Checklist

- Attachment A – Appropriation Act Language
- Attachment B – Guidelines for Posting Classified Positions
- Attachment C – Pay Practice Checklist

Agency Salary Administration Plan Guidelines