

INFORMATION TECHNOLOGY BROADBANDING PILOT PROJECT

COMPENSATION QUESTION AND ANSWERS

as of 4/18/16

Q1. Where can I find criteria and procedures for the broadbanding pilot project?

A1. The criteria and procedures for the broadbanding pilot project can be found in Section IX of the broadbanding pilot project proposal.

Q2. Will In-Band Adjustment process be used to replace employee step movements?

A2. Step movements are negotiated and apply to all bargaining unit members. In-band adjustments are discretionary and applies to the individual employee.

BU 13 negotiated salary schedule & step movement plan based on years of service will continue as part of the broadband pilot project.

Q3. What is the process for voluntary demotions in the new system?

A3. The procedures for voluntary demotion (when an employee voluntarily moves from his/her position to a position in a lower band than the band of his/her current position), can be found in Section IX, Part III.A.3 of the project proposal.

Q4. Will lump sum bonuses be included in the pilot project?

A4. If lump sum bonuses are in the master agreement, then it will be implemented as negotiated for positions & employees participating in the pilot project. However, lump sum bonuses are not included as a type of compensation adjustment in the broadbanding pilot project.

Q5. Should in-band adjustments be given to all IT positions so that compensation is consistently applied to the same level of work between/amongst State departments?

A5. In our current system, compensation is negotiated and step movements are based on length of service, so no two positions are compensated the same. Negotiated collective bargaining adjustments will continue to apply to all members of the bargaining unit, including those participating in the pilot project. In addition, positions participating in the broadbanding pilot project will be considered for in-band adjustments based on the individual employee's career development and professional growth.

Q6. Will DHRD provide guidance and procedures on how to determine and approve in-band adjustments for "professional growth"?

A6. Every department/program has different priorities and needs. DHRD does not wish to dictate what will warrant an increase but afford the departments the flexibility to set their own strategies and practices to meet their own needs.

Q7. What will happen to the current FHR (Flexible Hiring Rate) Program and Recruitment Above the Minimum (RAM) process?

A7. For the IT broadbanding pilot project, the salary matrix will take the place of FHR and RAM.

Q8. Will employees lose pay when their position is converted to the new broadbanding system?

A8. The conversion of positions from the existing position classification system to the new broadbanding system will be budget neutral. Employees will retain their current rates of pay.

Q9. What will happen to positions that currently receive the IT shortage differential?

A9. Employees with existing shortage differentials will continue to retain their shortage differential in the pilot project.

Q10. What will happen to an employee's pay when he/she moves voluntarily to another position within or outside the band?

A10. If the employee moves to a higher or same pay range outside or within the band, the department would follow provisions in the BU 13 contract agreement or applicable authority for compensation adjustment for a transfer or promotion; or offer a salary rate up to the amount determined by the salary matrix, provided the amount is not less than the employee's current rate of pay. If the employee moves to a lower pay range outside or within the band, the department would follow provisions in the BU 13 contract agreement or applicable authority for compensation adjustment for voluntary demotion.

Q11. What is "Rebanding"

A11. "Rebanding" is an employer initiated action resulting in the movement of a position from one band to another band on the basis of the nature, and increased/decreased scope and complexity of assigned duties and responsibilities

Q12. Does a rebanding action require paperwork to be submitted?

A12. An updated position description that includes the newly assigned duties that is the basis for the rebanding action must be submitted to the appointing authority for rebanding action.

Q13. Is "Temporary Rebanding" the same as "Temporary Assignment?"

A13. “Temporary Rebanding is like the current “Temporary Reallocation”, that is, when a position is temporarily assigned duties and responsibilities that reflect the concept of a higher band level. A position description must be established to reflect the temporary duties and responsibilities and concept of the higher band. A temporary assignment is when an employee temporarily assumes higher level duties and responsibilities of a position in a higher pay range, e.g., an employee who is in Band A is temporarily assigned to a position in Band B. A temporary assignment does not require the position description to be redescribed.

Q14. Is Temporary Assignment the same as Temporary In-Band Adjustment for the assumption of higher level duties and responsibilities?

A14. Temporary Assignment is when an incumbent temporarily assumes higher level duties and responsibilities of a position in a higher pay range than the incumbent. Temporary In-Band Adjustment is when an incumbent’s duties and responsibilities remains characteristic of the same pay range but reflect an expanded scope and increase in complexity of work, and/or the application of knowledge, skills and abilities, acquired through professional/skill development that enhances job mastery on a temporary basis.

Q15. How is compensation for temporary assignment (TA) calculated in the broadbanding system?

A15. Procedures for temporary assignment can be found in Section IX, Part III.E of the project proposal.

Q16. Can in-band adjustment for retention be used to retain an employee that is the only expert in a certain functional area?

A16. An in-band adjustment for retention may be granted to an employee in a particular functional area and/or a key function; and is intended to serve as an incentive for highly skilled employees with knowledge, skills, abilities and/or competencies critical to the operation of the program to continue employment with the program in lieu of accepting other job offers at higher salaries.

Q17. Will the employee’s pay be reduced if the employee subsequently leaves within six months to a year after receiving an In-Band Adjustment for retention?

A17. In-band amounts shall terminate when the employee moves out of a position included in the Civil Service IT Broadbanding Pilot Project.

Q18. Will an employee who receives an In-Band Adjustment be required to make a commitment to work in his/her position for a period of time, such as 1 or 2 years?

A18. In-Band Adjustments do not have as a criteria, the requirement for the employee to continue performing work of the position for period of time beyond receipt of the adjustment.

Q19. Are in-band adjustments grieve-able?

A19. The in-band adjustments are optional at the discretion of the appointing authority. Discretionary in-band adjustment are not subject to the grievance procedure. The pilot project has an appeal process for in-band adjustments.

Q20. Why is there an appeal process for In-Band Adjustments?

A20. In-Band Adjustments are at the discretion of the employer and are not employee initiated. However, for the pilot project, employees will have the opportunity to appeal an In-Band Adjustment appeal process is described in Section IX, Part V of the pilot project proposal.

Q21. What is the purpose for providing the HGEA with copies of requests/decisions for In-Band Adjustments?

A21. For purposes of transparency, collaboration and trust development, the Hawaii Government Employees Association will be apprised of in-band adjustments.

Q22. What is a “Department Salary Administration Plan”?

A22. The Department Salary Administration Plan allows the department to develop departmental compensation strategies and practices that are consistent with DHRD policies and procedures and yet allow recognition of departmental priorities.