

## INFORMATION TECHNOLOGY BROADBANDING PILOT PROJECT

### In Band Adjustment Questions and Answers

**Q1. Will In-Band Adjustment process be used to replace employee step movements?**

A1. 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.

**Q2. 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?**

A2. 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.

**Q3. Will DHRD provide guidance and procedures on how to determine and approve in-band adjustments for "professional growth"?**

A3. 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.

**Q4. Is Temporary Assignment the same as Temporary In-Band Adjustment for the assumption of higher level duties and responsibilities?**

A4. 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.

**Q5. Can in-band adjustment for retention be used to retain an employee that is the only expert in a certain functional area?**

A5. 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.

**Q6. Are in-band adjustments grieve-able?**

A6. The in-band adjustments are optional at the discretion of the appointing authority. Discretionary in-band adjustments are not subject to the grievance procedure. The pilot project has an appeal process for in-band adjustments.

**Q7. Why is there an appeal process for In-Band Adjustments?**

A7. 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.

**Q8. What is the purpose for providing the HGEA with copies of requests/decisions for In-Band Adjustments?**

A8. For purposes of transparency, collaboration and trust development, the Hawaii Government Employees Association will be apprised of in-band adjustments.