

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 grievable?

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.

Q9: How will employees' compensation be adjusted when awarded an in-band adjustment?

A9: In-band adjustments are additional compensation to the employee's salary. In-band amount(s) are separate from the employee's basic rate of pay.

Examples of compensation adjustment for employees who received a professional growth in-band adjustment:

<u>Employee's current monthly compensation</u>	<u>Employee's new monthly compensation</u>
IT Specialist (Band B)	IT Specialist (Band B)
SR 22, Step H	SR 22, Step H
\$4,978	\$4,978
Shortage differential	Shortage differential
\$ 300	\$ 300
Current compensation	Professional growth in-band amount
\$5,278	\$ 199
	New compensation
	\$5,477
Professional growth in-band amount is equivalent to 4% of the employee's basic rate of pay. (\$4,978 x .04 = \$199)	

<u>Employee's current monthly compensation</u>		<u>Employee's new monthly compensation</u>	
IT Manager (Band D)		IT Manager (Band D)	
EM 05	\$8,973	EM 05	\$8,973
Shortage differential	<u>\$ 163</u>	Shortage differential	\$ 163
Current compensation	\$9,136	Professional growth in-band amount	<u>\$ 359</u>
Professional growth in-band amount is equivalent to 4% of the employee's basic rate of pay. (\$8,973 x .04 = \$359)		New compensation	\$9,495

Q10. How will current employees inform supervisors/appointed authority about their certification, education and licenses?

A10. The possession of a certification, education and/or license does not automatically entitle the employee to a professional growth in-band adjustment. In-band adjustments are for application in the performance of job related duties and responsibilities associated with or arising from certification, education and/or license. Employees may inform their supervisor/manager that they have received a certification, education and/or license and provide documentation of the certification and how it is being applied to perform job related duties and responsibilities.

Q11. Will expired certifications be taken into consideration? For example, if an employee let a certification lapse due to no funding, but is continuing to use the knowledge learned from certification in day to day activity.

A11. To be considered for a professional growth in-band adjustment, the certification, education and/or licenses must be current and applicable to the performance of job related duties and responsibilities of the position.

Q12. Is there any retroactivity for in-band adjustments?

A12. Retroactive in-band adjustment may be possible for temporary professional growth due to increased scope and complexity only.

Q13. Are consecutive temporary in-band adjustments allowable in one year?

A13: Consecutive temporary in-band adjustments are allowable if an employee will be working on different projects.

Q14. Can someone be awarded a permanent professional growth in-band adjustment and a temporary in-band in the same year?

A14. It would be possible dependent on the department's priorities and needs.