

California Department of Human Resources Employee Compensation Request Instructions

SECTION A. REQUESTOR INFORMATION

Bargaining Unit(s): List the affected or related bargaining unit(s).

Department(s): List the requesting department(s).

Contract Article Number (if applicable): List applicable contract article number.

Agency: List the requesting agency (if applicable).

HR Contact: Provide the name, number, and email for the department's HR contact.

LR Contact: Provide the name, number, and email for the department's LR contact.

Approved By: All requests must be approved by the department/agency head. Print the name and title of the approver.

SECTION B. REQUEST INFORMATION

Identify the reason(s) for this compensation request.

Check the appropriate box to indicate the reason why employee compensation is being requested, based on the following descriptions:

Recruitment/Retention: difficulty recruiting and/or retaining employees in a classification/series or within a specific unit/location.

Pay Equity: when the compensation between classifications involving substantially the same level of duties and responsibility is significantly different resulting in a negative impact for the department.

Compaction: when a difference in compensation negatively impacts upward mobility. For example, this may exist when classifications vertically aligned to one another have less than a 5% differential, or when movement between classifications may result in a loss of compensation. These situations may occur between both supervisor/subordinate classifications and/or rank and file classifications.

Specialized Duties: special or unique duties performed beyond the typical scope of the classification that provide a benefit to the state (e.g., climbing pay, diving pay, bilingual pay).

Special License/Certification: acquisition or possession of special licenses, skills, or training beyond the minimum qualifications of the classification that provide a benefit to the state (e.g., CDL, CPA Certification or CPA License, Phlebotomy Certification).

If the request does not fall under any of the above, please indicate OTHER and provide a description of the reason for the employee compensation being requested.

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Are there any non-compensation items pending with CalHR related to this request?
For example, are there any class specification changes, job analysis/exam changes, out of class grievances etc. pending with another division? If yes, please specify the item pending and CalHR division. Please also provide the date it was submitted to CalHR.

Has the department previously requested compensation to address the reason identified?

If yes, please specify the year submitted and outcome.

SECTION C. SUMMARY OF REQUEST

Provide some background information and reason for the request. Please clearly state the problem and provide all relevant information which supports this request.

- Clearly state the problem(s) the department is experiencing as it relates to the reason selected.
- Explain what is driving the need for compensation or what has changed to create/cause this problem.
- Provide some background information as it relates to this proposal:
 - How long has the department been experiencing the problem?
 - Describe other solutions the department has attempted. Why were they unsuccessful? Include any non-monetary efforts as well (e.g., MQ revisions, workforce/succession planning efforts, increased recruitment efforts).
- How has the problem negatively impacted the department?
 - Explain how the department's mission or operations have been impacted by the problem identified. For example, does it pose a public safety risk?
 - How is the department currently addressing this problem? For example, are employees having to work significant overtime?
 - What are the operational consequences if compensation is not approved?
- Identify other reasons, besides salary, that may be contributing to the recruitment and/or retention problem (e.g., lack of upward mobility, restrictive minimum qualifications, working conditions).

(Include any relevant information: changes in laws, policy, other circumstances which may have contributed to this problem).

Please indicate any classifications which should be intentionally excluded from this request, Why?

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SECTION D. SUPPORTING INFORMATION

Please identify the classifications proposed for this request on an Excel spreadsheet (please use format shown) or on the CalHR 142 Spreadsheet template. List all classifications (both rank and file, and related excluded) that would receive compensation. List the supervisory or managerial classification tied to those classifications.

Please provide three years of vacancy and turnover data (if applicable). Some requests will require multiple years of data to demonstrate the problem.

Provide any necessary contextual data relevant to the request, some examples may include:

- Vacancy data (specific to the location/facility is applicable)
 - Provide vacancy data for each month over the last three years. The vacancy rate is determined by dividing the number of vacant positions by the number of total established positions.
 - Include the number of established positions for those vacancy rate data points.
- Turnover data (if applicable) – include relevant details if known.
 - Provide turnover data for the most recent three years. Only include true separations (i.e., separations from state service, transfers to another dept)
 - The turnover rate is determined by dividing the number of employees who vacated the classification by the total number of employees.
 - Provide exit interview data if available.
- ECOS data - positions advertised vs hires made in class/group.
 - Provide the applicable examination plan. How often the exam is given? Include data on recruitment efforts made, number of applicants, number interviewed, number of candidates on certification list, etc.
- Data comparing requested class(es) with identified comparable – if citing pay parity issues
 - Provide a chart showing how the classes appear to be comparable. If available, provide duty statements of both classes.
 - Salary Surveys or external market data
- Training and/or Certification Requirements – provide details on how many hours of training required and/or requirements to obtain certification – must tie to the value it brings to the department.

Please indicate any classifications which should be intentionally excluded from this request, Why?

SECTION E. ADDITIONAL DETAILS

How would this proposal be implemented for current incumbents? How would this proposal be implemented for prospective employees?

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For example, an employee may receive a pay differential provided they have served 12 months at the max salary of a classification. This would apply to current employees who have already served the time required whereas a new employee would not be eligible until they have served 12 months at the max salary.

Identify any existing forms of compensation similar to what is being requested.

Identify any types of compensation currently being utilized in state service that may mirror the employee compensation request in this proposal. For instance, are there other pay differentials, allowances, or reimbursements that a classification or a subgroup of classifications currently receive that are similar to this request?

Identify any concerns that may be anticipated from the employee organizations.

Has the department been in communication with any of the employee organizations regarding this proposal? If so, did they raise any concerns?

If not, provide any issues that the department believes could be anticipated from the employee organizations. If a similar proposal has been discussed with the employee organizations in the past, describe any issues that were raised then.

Does this request require any revisions to a collective bargaining contract? If so, provide the proposed contract language below.

Draft language that captures the intended purpose of this proposal. Be sure to include the affected article or section number.

SECTION F. FINANCIAL INFORMATION

Identify the type of compensation proposed.

Check the appropriate box to indicate what type of compensation is being requested, based on the following descriptions:

Pay differential: a form of compensation in addition to base pay that is typically provided to employees to recognize unique skill set, circumstances, or working conditions that may apply to some or all incumbents in a specific class.

Special salary adjustment: a permanent change to a classification's base salary or base salary ranges when warranted for the classification itself.

Allowances and reimbursements: additional compensation for work related items such as uniforms, tools, or equipment. It can also be provided for travel expenses, transportation incentives, relocation, tuition, or professional dues, etc.

If the request does not fall under any of the above categories, please indicate OTHER and provide a description of the employee compensation that is being requested.

What is the reason for the proposed effective date? During that fiscal year, can the department absorb the funding?

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Explain the reasons for the proposed effective date. If this request is for a bargaining unit with an expiring contract, does the effective date occur before the expiration date of the current contract? If so, please explain.

In addition, explain whether the department can absorb the funding for the remainder of the fiscal year tied to the proposed effective date.

Will funding need to be budgeted for future years?

The department may be able to absorb the funding for the remainder of the fiscal year. However, if the compensation is ongoing, funds will need to be budgeted for future fiscal years.

If, however there is an expiration date, provide that information as it will affect the cost of the compensation.

How frequently would eligible employees receive this compensation?

Indicate how often this compensation would be provided to employees. This information is important for determining the total cost. If the compensation is not one-time, monthly, or annually, check the box for Other and explain.

Would employees receive this compensation on a pro rata basis?

Would this compensation be provided proportionately based on an employee's time base? For example, if an employee only works 50% of the month, the pro-rated pay differential will be paid at 50%.