

SALARY ADMINISTRATION

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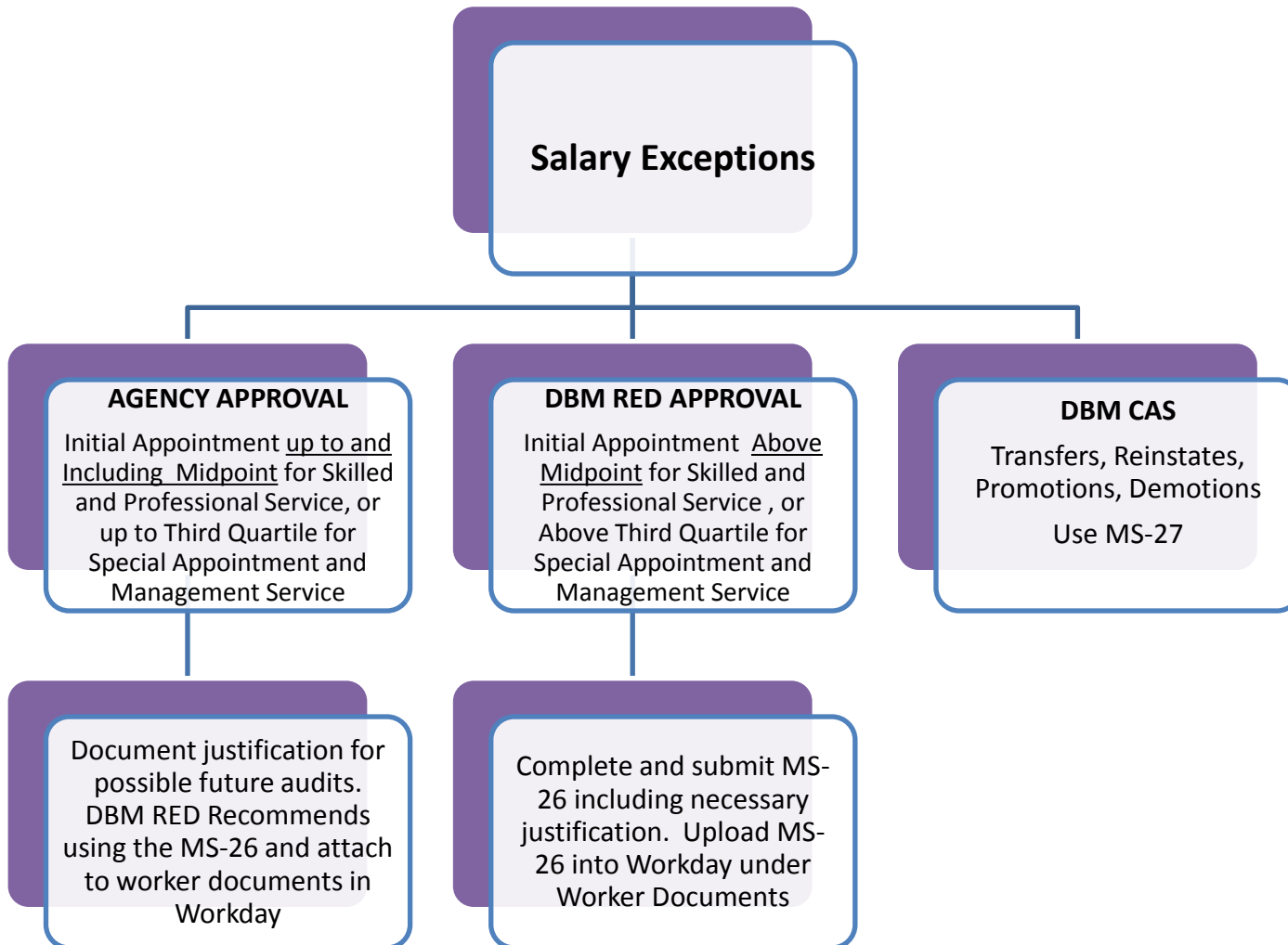
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SALARY EXCEPTION WORKFLOW



ABOVE BASE HIRING AT INITIAL APPOINTMENT (USES MS-26)

- Above “base” is any salary step one and above.
- Agencies have delegated authority to approve up to and including midpoint (step 9) for Skilled & Professional Positions and up to and including third quartile (step 15) for Special Appointments/Management Service.
- DBM RED approval required for steps 10 and above for Skilled & Professional and steps 16 and above for Special Appointment/Management Service.

MS-26

- ◉ Regulations require new hires to start at base unless DBM Secretary approves a requested exception.
- ◉ Approval Authority delegated by Secretary DBM does not relieve an agency from documenting justification, it allows certain exception requests to be approved at the agency level.
- ◉ MS-26 Form is used to document justification for an above base salary request upon initial appointment - not for Transfers, Reinstates, Promotions or Demotions (MS27).
- ◉ Allowable Justification for starting an employee above base:
 - Recruitment Difficulties - no other qualified applicant with a lower salary demand to consider. May compel additional recruiting
 - Exceptional Qualifications - must be job related and based on comparison to other applicants
- ◉ Completed MS-26 form contains documentation required for approval.
- ◉ Attach MS-26 to Worker Documents and submitted via Workday.
- ◉ Contact Chris Langley 410-767-4911 or Mark Townend at 410-767-4917 for questions regarding MS-26 form.

MS-26 SALARY GUIDELINE SUMMARY

Skilled Service and Professional Service	Special Appointment Status and Management Service
<p>UP TO AND INCLUDING MIDPOINT (Agency) 6B (1) Appointing Authorities may appoint up to and including <u>Step 9</u> (midpoint) of the salary grade. (2) Agencies <i>MAY</i> increase step of current employees in the same class performing similar duties at a similar location to the step of new hire. Agency is responsible for documenting justification of either recruitment difficulty or exceptional qualification.</p> <p>ABOVE MIDPOINT (DBM Approval) 6C RECRUITMENT DIFFICULTY DBM approval required for appointments <u>above midpoint</u> of the salary grade based on general recruiting difficulties. Agencies <i>MAY</i> increase steps of current employees in the same class to step of new hires based on recruiting difficulties only.</p> <p>6D EXCEPTIONAL QUALIFICATIONS DBM approval required for appointments <u>above midpoint</u> of the salary grade based exceptional qualifications. Steps of current employees in the same class <i>MAY NOT</i> be increased to the step of new hires based on exceptional qualifications.</p>	<p>UP TO AND INCLUDING Third Quartile (Agency) 6E (1) Appointing Authorities s may appoint up to and including <u>Step 15</u> (third quartile) of the salary grade. Agency is responsible for documenting justification</p> <p>ABOVE THIRD QUARTILE (2) DBM approval required for appointments <u>above third quartile</u> of the salary grade.</p> <p>Agencies may <i>NOT</i> increase step of current employees to that of a new hire.</p>

WORKDAY

- Salary Approvals for Reinstates and Transfers may also route to DBM RED by Workday rule.
- Please note in the comments section if the employee is a Reinstatement, or if the employee is Transferring from a non-SPMS agency, also please identify the agency.
- These will be re-assigned to CAS by DBM RED for review.

CAS SALARY TEAM

- Consists of:

- Steve Vasbinder - Director, CAS
- Nancy Manley - Senior Classification & Salary Analyst

- Responsible for:

- developing pay plans and making pay recommendations;
- reviewing and approving all contracts within Workday;
- approving all compensation changes within Workday;
- recommending/denying all Salary Exception Requests;
- reviewing and approving promotions and hire compensation changes outside of the 6/12 or 7/14 percent rule in Workday;
- creating all reports related to salaries and salary changes.

This information is provided to the Executive Director for all Executive branch departments and agencies within the State Personnel Management System (SPMS).

The Salary Team is not responsible for independent personnel and pay authorities as named herein.

SALARY EXCEPTION REQUEST - MS-27 FORM

- What is the form and why is it used?
 - The MS-27 form is available in SPS Workday and is completed and submitted by an agency to request a change to an employee's current salary.
 - REASONS:
 - Reemployment
 - Reinstatement
 - Promotion
 - Voluntary Demotion
 - Career Change Demotion
 - Best Interest of the State

REINSTATEMENT

- When an employee is reinstated to the “same” classification held at the time of separation, the employee receives the same salary schedule of that classification. The step shall be the greater of the following:
 - The same step in a salary schedule or same rate of pay in the slope schedule as previously received.
 - When the classification held at separation has been salary adjusted, the step is determined according to the Salary Adjustment of a Classification Guidelines.

REINSTATEMENT - CONTINUED

- When an employee is reinstated to a different classification from the one held at the time of separation, the step is determined as follows:
 - When the reinstated classification is the same salary schedule or slope scale, the salary is determined through the Reinstatement Guidelines.
 - When the reinstated classification is at a higher salary schedule or slope scale, the salary schedule and step is determined through the Promotion Guidelines.
 - When the reinstated classification is at a lower salary schedule or slope scale, the salary step is determined through the Demotion Guidelines.

When an employee is reinstated to a Special Appointment or Management Service position, the employee may be placed at any step up to and including the 3rd quartile of the salary schedule.

TRANSFER AND REASSIGNMENT

- The appointing authority shall assure that an employee who moves from one position to another position in the same salary schedule or slope scale retains the same salary, except as specifically provided in these Guidelines.
 - An employee in the same salary schedule shall retain both the increment date and step formerly received, unless the classification is subject to the Salary Upon Initial Appointment Guidelines.
 - An employee in a slope scale shall retain the same rate of pay.

PROMOTION -

SALARY SCHEDULE TO SALARY SCHEDULE

- ◉ When an employee is promoted from a classification with a salary to a classification that is one grade higher, the employee is to be placed at the lowest step which provides a 6 % annual salary increase.
- ◉ When an employee is promoted from a classification with a salary to a classification that is two grades higher, the employee is to be placed in the lowest step which provides a 12% annual salary increase.
- ◉ In either case above, is the new rate to exceed the maximum salary in the new classification grade.

PROMOTION -

SLOPE SCALE OR FLAT RATE TO SALARY SCHEDULE

- When an employee is promoted from a classification with a slope scale or flat rate to a classification with a salary schedule, the employee is to receive a 6% increase in the annual salary if the salary schedule is equivalent to one grade higher than the scale or flat rate from which the employee is promoted.
- When an employee is promoted from a classification with a slope scale or flat rate to a classification with a salary schedule, the employee is to receive a 12% increase in the annual salary if the salary schedule is equivalent to two or more grades higher than the scale or flat rate from which the employee is promoted.
- In either case above, is the new rate to exceed the maximum salary in the new classification grade.

PROMOTION -

SALARY SCHEDULE, SLOPE SCALE OR FLAT RATE TO SLOPE SCALE

- ◉ When an employee is promoted from a classification with a salary schedule, slope scale or flat rate to a classification with a slope scale, the employee is to receive a 6% increase in annual salary if the slope scale is equivalent to one grade higher than the salary schedule, slope scale or flat rate from which the employee is promoted.
- ◉ When an employee is promoted from a classification with a slope scale, the employee is to receive a 12% increase in annual salary if the slope scale is equivalent of two or more grades higher than the salary schedule, slope scale or flat rate from which the employee is promoted.
- ◉ In either case above, is the new rate to exceed the maximum salary in the new classification.

PROMOTION -

SALARY SCHEDULE, SLOPE SCALE OR FLAT RATE TO FLAT RATE

- ◉ When an employee is promoted from a classification with a salary schedule, slope scale or flat rate to a classification with a flat rate salary, the employee is to receive the specified flat rate salary.

Other Instances -

- When an employee is promoted to a classification currently subjected to Salary Upon Initial Appointment, the employee may receive the prevailing advanced step used for initial appointments.

- Notwithstanding any of the preceding, the Secretary may authorize an employee who is promoted to a special appointment position or a position in Management Service, placement at any step, up to and including the maximum step of the salary schedule. The reasons for the higher step is to be documented and satisfactory to the Secretary. The Secretary may delegate to the Executive Director of OPSB the authority to authorize promotions to an advanced step under the above circumstances.

DEMOTION

- ◉ Any demotion action is presented in Workday via an MS-27 Request for Exception to Standard Pay Plan Salary Guidelines form.
- ◉ When an employee is demoted as a form of discipline, the employee is to be given credit for service in the higher classification in which the employee was demoted, plus credit for any service in any classification not having a lower maximum salary than the classification in which the employee was demoted.
- ◉ When an employee accepts a voluntary demotion, the employee is to be placed in the lower paid classification at the rate of pay closest to, BUT NOT MORE THAN, the employee's current salary.
- ◉ When an employee accepts a career change demotion, as approved by the appointing authority, the employee is to be placed in the lower paid classification at the lowest step which provides for NO LOSS IN PAY, whenever possible.

SALARY ADJUSTMENT OF A CLASSIFICATION

- ◉ When an employee is in a classification which is adjusted from one salary schedule to a higher salary schedule, the employee is to retain the current step in the higher salary schedule.
- ◉ When an employee is in a classification which is adjusted from a slope scale or flat rate to a higher salary schedule, the employee is to be placed at the lowest step that provides a 6% increase in their annual salary.
- ◉ When an employee is in a classification which is adjusted from a salary schedule, slope scale or flat rate to a lower salary schedule, the employee is to be placed in the paid classification at a rate of pay closest to (but not more than) the employee's current salary.

DOCUMENTATION

- ⦿ Agencies are to retain documentation of all salary transactions for a period of at least 3 years.

INDEPENDENT SALARY AGENCIES

- ◉ An Independent Salary Agency is an agency that has salary setting authority for their classifications.

These agencies include:

African American Museum

Baltimore City Community College

Judiciary

Department of Legislative Services

Department of Transportation

State Board of Elections

Injured Workers Insurance Fund

Office of People's Counsel

Register of Wills

St. Maryland City Commission

MD Stadium Authority

Canal Place Preservation & Dev. Authority

DNR-Maryland Environmental Service

Maryland Food Center Authority

MDE-Water Quality Financing

Maryland School for the Deaf

Morgan State University

Judges

Maryland Public Television

Public Service Commission

Maryland State Retirement Agency

St. Mary's College

University of Maryland

INDEPENDENT SALARY AGENCIES

- ◉ The following agencies have “some” independent salary authority:

Department of Commerce
Maryland Health Insurance Plan
State Lottery & Gaming Control Agency
DLLR - Unemployment & Workforce Development
DNR - Natural Resources Police (sworn police ranks)
Maryland State Police (promotion of uniform police)
DHMH - Health Care Commission, Health Services Cost Review Commission,
State Board of Physicians
Department of Housing and Community Development
PSCS - Police & Correctional Training Commissions
Maryland Health Benefits Exchange
Maryland Insurance Administration
Maryland Automobile Insurance Fund

****Reinstated employees need to have their salary data at the Independent Salary Agency uploaded into Workday as a PDF document under Personal/Documents****

Any questions?