

Agency Human Resource Services

AHRS Periodical



Virginia Department of
HUMAN RESOURCE
MANAGEMENT



Here is what should be on your radar as Human Resources strategists and professionals in 2016.

Proposed Rule to Update the Regulations Defining and Delimiting the Exemptions for “White Collar” Employees – In 2014, President Obama directed the Secretary of Labor to update the FLSA's overtime pay protections and to simplify the overtime rules. On July 6, 2015, the Department of Labor (DOL) published a [notice of proposed rulemaking](#). As proposed, the new rule would raise the salary threshold at which employees are legally entitled to overtime from \$455 a week (the equivalent of \$23,660 a year) to about \$970 a week (\$50,440 a year) in 2016. The proposed rule also increase the total annual compensation requirement needed to exempt highly compensated employees from \$100,000 to \$122,148. The DOL has published a [fact sheet](#) on the proposed rule. Information presented at the HR Business Symposium in November is available [here](#).

Agencies should identify currently exempt employees who may be affected by the new minimum salary for exempt workers. Review hours worked by these employees in order to identify future potential for overtime liability. Contact your AHRS consultant with questions.

We will provide additional information when the final rule is issued.

Affordable Care Act (ACA) – As we move into 2016, be prepared to hear more about reporting requirements and expectations under the Affordable Care Act. As noted at the [HR Symposium in November](#), agencies will be responsible for:

- a. reporting employee headcounts and the number of full-time (working 30 or more hours per week on average) employees on a monthly basis,
- b. accurately maintaining BES information,
- c. documenting when eligible employees are offered but decline health care coverage,
- d. continuing to comply with the 29 hour per week on average maximum for wage employee work hours in the [Manpower Control Program](#), and
- e. advising management re best practices for the use of contingent workers so that they are not considered to be common law employees covered by ACA requirements. *(To most*

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effectively advise management, HR may review with procurement and management staff contracts with staffing service companies, temporary workers, and independent contractors to obtain an understanding of how contingent workers are being used in the agency.)

Benefits Administrators have been receiving instructions related to BES data and ACA reporting from the Office of Health Benefits since November, 2014, via a variety of sources (E-News, Benefits Administrators numbered memos, etc.) Other HR staff should be aware of this information. See [Benefits Administration Communications](#).

Talent Acquisition and Retention – two sides of the same coin! These topics may become more important in 2016 as the economy seems to be moving in a positive direction. According to the [DHI-DFH hiring indicators](#), mean job vacancy sits at 27 working days with certain occupations having even longer vacancy times. Based on this improvement, it may become harder to recruit the talent that agencies need. One way that may help boost talent acquisition efforts is by improving your marketing for job vacancies (a big part of recruiting is marketing and sales). If your agency has not included social media in your recruiting campaigns, you are likely missing out on candidates. According to [Indeed's Hiring Lab](#), job search has become a habit for many and it occurs 24 hours a day with the use of mobile technology. According to their research, 73.4% of Millennials use mobile devices in their job search (and the other generations are doing it too!). For those with Trades occupations, Boomers seem to be the larger population seeking those jobs. So, if you have Trades occupations, you may want to think about ways to build interest in and train younger generations for these jobs too (such as looking into the new funding for apprenticeship programs for state employees – [Executive Order 49](#)). On the talent retention side of the coin, the “quits” rate is increasing among employees and interestingly, 65% of workers search for new jobs within 91 days of hire (in the \$100k-\$110k salary range, 50% are searching within 28 days of hire) according to [Indeed Hiring Lab](#). This means that talent is always looking for the best opportunity and agencies are going to have to work hard to make employees want to stay. If your agency does not use exit interviews, exit surveys, or stay interviews, they may be something to consider to enable the agency to obtain a firmer grasp on what keeps employees and what makes them leave. If your agency wants help to implement any of these approaches, let us know and we can help you get started.

Employee Engagement – directly related to acquisition and retention is employee engagement. According to [Gallup](#), employee engagement in the United States hovers around the 30% mark. For state agencies, engagement can have additional challenges due to compensation challenges and other public sector requirements. So, state agencies have to find other ways for employees to want to be there and be actively engaged in the work of the agency. Impossible? Probably not but it will take some creative juices to start determining what attracts and keeps people in your agency and what else can be done to improve this. An employee engagement survey can help your agency to set a baseline and create some action plans to boost engagement. Also consider focus groups and stay interviews – they might be well worth your time. If your agency wants help with any of these, let us know and we will be glad to help you get started.

Statewide Pay Action Summary Report for October–December 2015

<u>Reason</u>	<u>All Actions</u>	<u>Salary Changes</u>	<u>Average % Change</u>
Agency Special Rate	365	341	1.17
Change of Duties Salary	294	291	6.64
Competitive Salary Offer	55	55	13.28
Competitive Voluntary Transfer	637	511	9.51
Disciplinary Demotion	2	2	-6.75
Downward Role Change	16	1	-4.76
End Temp Pay: Acting Status	80	80	-8.28
End Temp Pay: Additional Duties	85	85	-8.14
End Temp Pay: Special Assgmnmt	21	21	-8.60
Exceptional Promotion	2	2	-8.46
Exceptional Role Change	1	1	-0.57
Field Change	26	24	3.03
Internal Alignment Salary	692	690	5.24
Lateral Role Change	65	19	8.53
New Knowledge/Skills/Abilities	182	182	6.18
Non-Competitive Voluntry Trans	165	47	4.07
Non-Routine	182	179	3.18
Performance Demotion	1	1	-8.38
Promotion	576	537	12.30
Reassignment	127	1	-29.97
Retention Salary Increase	1524	1521	3.89
Retroactive Adjustment	2	2	8.15
Return To Level	2	2	6.95
Temp Pay: Additional Duties	95	95	7.61
Temp Pay: Special Assignment	10	10	7.75
Temporary Pay: Acting Status	85	85	8.66
Upward Role Change	325	195	9.02
Voluntary Demotion	51	33	-10.04
Change of Duties Bonus	62	62	5.50
Internal Alignment Bonus	1	1	5.50
New Knowledge/Skills/Abilitie	52	52	3.29
Project Bonus Pay Out	1	1	2.58
Recognition Award Leave Hours	2890	.	.
Recognition Award Monetary	1895	1895	1.48
Recognition Award Non-Monetar	167	167	0.14
Referral Bonus Pay Out	13	13	0.70
Retention Additional Leave	2	.	.
Retention Bonus	34	34	3.87
Retention Bonus Pay Out	287	287	4.63
Sign-On Additional Leave	17	.	.
Sign-On Advanced Leave	3	.	.
Sign-On Bonus Pay-Out	20	20	4.18
Suggestion Award Monetary	1	1	1.03
Totals	11113	7546	4.30

For the fourth quarter, there were: 4,651 base salary increases averaging 6.49%; 391 base salary decreases averaging -6.84%; and 2,533 bonus actions, averaging 1.94%.

Workforce Planning and the Periodical's Pay Action Summary data may vary within the same reporting period based on the timing of data runs, agency retraction requests, and the manual review and extraction of erroneous PMIS entries.

Severance Calculator

Please remember to use the current severance calculator on the DHRM website when determining severance benefits for your employees. If you have bookmarked an earlier version of the calculator, it will not include the current premium rates for health and life insurance and will make your calculations inaccurate.

It's also important to remember that the calculator rounds up service time that is entered into the tool. As the instructions note, record the amount of service time to date in whole numbers. If the employee has 10 years and 11 months of continuous service, record service time in the calculator as "10," NOT "11."

The VRS-11 form used to certify severance benefits for laid off employees who are retiring requires one to round up the service time differently. The two instruments, if used properly, will yield the same results.

The severance calculator is located here: <http://www.dhrm.virginia.gov/layoff/severancecalculator>.

HUMAN RESOURCE POLICIES

Policies 1.01 - 1.90 General Policies

Policy	Eff. Date Rev. Date
1.01- Introduction	9/16/93 5/16/06
1.05 - Alcohol and Other Drugs <ul style="list-style-type: none"> Summary of the Commonwealth of Virginia's Policy on Alcohol and Other Drugs 	9/16/93 11/29/06
1.10 - Service Recognition	9/16/93 4/25/05
1.20 - Employee Recognition Programs	9/16/93 7/10/05

Policy Table of Contents

HR Policy Development and Administration

Additional Guide

FAQs Work Hours Limitation for Wage Employees

Telework and Alternate Work Schedule Guidance

Military Assistance

Information Relating to Layoff, Severance, Temporary Workforce Reduction

LWOP- Medical Status

As noted in [Policy 4.45, Leave Without Pay - Conditional and Unconditional](#), there are times when agencies may grant Leave Without Pay (LWOP) status to employees. Leave Without Pay is defined as an absence in excess of 14 consecutive calendar days. Leave Without Pay status must be recorded in the Personnel Management Information System (PMIS).

There appears to be some confusion about when LWOP-**Medical** status may be used. This status may be used ONLY for employees participating in the Traditional Sick Leave program. LWOP-Medical cannot be approved for an employee in the Virginia Sickness & Disability Program (VSDP) for absences attributable to the employee's medical condition.

Recruitment Management System

Signatures on Applications

Since the April 21, 2015 upgrade of the RMS to PeopleAdmin 7, agencies have questioned the validity of the electronic signature on the Virginia State Application. Agencies have asked, “Is the electronic signature on the state application acceptable?” “Should applicants sign the application during the interview?” “Should the selected candidate sign the application before they start work?” “Should the application be signed before filing it in the personnel file?” “Does the electronic signature meet policy requirements?”

For applicants, certifying and submitting the application is the final step in the application process. To certify the application, applicants must check the box “I certify that all information is true and complete” and enter their initials to verify identity. Applicants are certifying the following: *I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment in the service of the Commonwealth of Virginia. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent that you may contact references, former employers and educational institutions listed regarding this application. I further authorize the Commonwealth to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.*

When an applicant checks the certification box and enters his/her initials on the RMS application, this “electronic signature” meets the [Hiring Policy 2.10](#) requirements for signatures.

Record Retention

By policy and the retention standards set by the Library of Virginia, recruitment/selection records must be retained for three years. In the upgraded RMS, agencies will have access to records for at least three years. The electronic recruitment records are being maintained according to policy and retention schedules.

Coaching



What exactly is it, anyway?

According to the [International Coach Federation \(ICF\)](#), coaching “is partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential”. It can help bring new insights to old problems and help people get some traction to make positive changes.

Did you know that AHRS can provide this professional coaching to employees?

If you have an interest in Coaching in your organization (or, maybe you would like to give it a try), contact your [HR Management Consultant](#) and we can provide more information about how it works. (P.S. The only cost involved in engaging in Coaching is time commitment!)

Join The Commonwealth of Virginia HR Connection!

HR professionals across Commonwealth agencies can communicate and discuss work related topics in a closed group hosted by DHRM's AHRS office on LinkedIn. You must set up an account on LinkedIn and request to join the group to gain access to the group's discussions.

To request to join the group type "Commonwealth of Virginia HR Connection" into the search bar on the LinkedIn home page. When the group shows up in the list below the search text field, select it.



The group page will load, and you must select the "Ask to Join" button to the right of the group name:



You will receive an email welcoming you to the group as soon as the group moderators have a chance to review and approve your request. The group is open to current Commonwealth of Virginia HR professionals in all branches of state government.

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Virginia Department of
HUMAN RESOURCE
M A N A G E M E N T

The 1st Source for HR Information

Our goal is to provide practical information that supports human resource objectives across the Commonwealth and to encourage innovative strategies in the management and delivery of agency services.

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