

Agency Human Resource Services

# AHRS Periodical



Virginia Department of  
**HUMAN RESOURCE**  
MANAGEMENT



## Registered Apprenticeship Virginia Excellence

Looking for a way to “grow” agency talent? If so, registered apprenticeships may be an option for you!

Registered apprenticeships are structured training programs that combine on-the-job training and related technical instruction to train employees in occupations that demand a high level of skill. They serve as a practical way to develop employees to meet many organizational needs. In October 2015, Governor McAuliffe signed [Executive Order 49](#) as a first step in expanding the use of registered apprenticeships in private and public sector organizations. As an added incentive to further increase the number of Registered Apprenticeship programs, the Commonwealth of Virginia is offering [fiscal incentives](#) for reimbursement to eligible sponsors/employers for certain costs of related instruction.

Traditionally, registered apprenticeships have been associated with trades and other similar technical functions. However, registered apprenticeships are available for functions beyond traditional trades-related roles.

On June 16, 2016, the Division of Registered Apprenticeship went before the Virginia Apprenticeship Council along with Secretary of Technology Karen Jackson to seek approval of three new Registered Apprenticeship occupations that can serve Virginia:

*Continued on Page 2*

### Inside this issue:

- On Your Radar for HR Strategists & Professionals—Registered Apprenticeship Virginia Excellence **1-2**
- Statewide Pay Action Summary Report **3**
- Leave Sharing Guidance **4-5**
- Transgender/Unidentified Gender **5**

*Continued from Page 1*

Computer Forensics Analyst, Level 1, (Information Security Analyst)  
Incident Response Analyst Cyber Security, Level 1, (Information Security Analyst)  
Cyber Security Analyst, Level 1, (Information Security Analyst)

Front-line cyber defenders can enter the industry through Registered Apprenticeship when an employer is able to hire, mentor and oversee their training. This “earn as you learn” model is a centuries-old method showing its relevance in the high-tech age.

If you think registered apprenticeships can help you with “growing” cyber security or other talent, review the apprenticeship information on the [Virginia Department of Labor and Industry’s website](#). Then, we encourage your agency to contact DOLI to discuss your agency’s specific needs to determine how registered apprenticeships may help you meet those needs.

DOLI – Apprenticeship Contact:

Kathleen Eddington  
Assistant Division Director  
Email: [kathleen.eddington@doli.virginia.gov](mailto:kathleen.eddington@doli.virginia.gov)  
Phone: (804) 786-2382

## Statewide Pay Action Summary Report for April—June 2016

Reason	All Actions	Salary Changes	Average % Change
Agency Non-Routine	6	6	7.08
Agency Special Rate	179	179	2.44
Change of Duties Salary	243	242	6.87
Competitive Salary Offer	51	51	13.47
Competitive Voluntary Transfer	608	470	9.61
Disciplinary Demotion	7	7	-7.39
Disciplinary Pay Action	1	1	-5.00
Downward Role Change	16	2	-16.06
End Temp Pay: Acting Status	89	89	-8.62
End Temp Pay: Additional Duties	76	76	-7.99
End Temp Pay: Special Assignment	14	14	-6.57
Exceptional Promotion	6	6	33.08
Field Change	11	9	-7.70
Internal Alignment Salary	991	991	5.64
Lateral Role Change	52	29	7.43
New Knowledge/Skills/Abilities	344	344	7.08
Non-Competitive Voluntary Transfer	180	38	3.03
Non-Routine	96	95	6.78
Performance Demotion	2	2	-6.76
Promotion	447	441	15.17
Reassignment	130	2	3.95
Retention Salary Increase	218	218	6.20
Temp Pay: Additional Duties	85	85	9.41
Temp Pay: Special Assignment	3	3	10.17
Temporary Pay: Acting Status	97	97	9.44
Upward Role Change	202	168	8.90
Voluntary Demotion	67	41	-9.28
Change of Duties Bonus	18	18	3.42
Internal Alignment Bonus	15	15	2.27
New Knowledge/Skills/Abilities	267	267	1.71
Project Bonus Pay Out	10	10	2.82
Recognition Award Leave Hours	14539		
Recognition Award Monetary	1718	1718	1.15
Recognition Award Non-Monetary	269	267	0.18
Referral Bonus Pay Out	45	45	0.73
Retention Additional Leave	3		
Retention Bonus	73	73	2.35
Retention Bonus Pay Out	40	40	3.69
Sign-On Additional Leave	19		
Sign-On Advanced Leave	1		
Sign-On Bonus Pay-Out	27	27	3.70
<b>Totals</b>	<b>21265</b>	<b>6186</b>	<b>4.67</b>

---

*For the second quarter, there were: 3,379 base salary increases averaging 8.39%; 327 base salary decreases averaging -7.69%; and 2,480 bonus actions, averaging 1.23%.*

*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.*

---

## Leave Sharing Guidance

Leave sharing is a valuable benefit for employees who experience illness/injury, have exhausted their leave balances, and need income replacement for temporary periods of time. Policy 4.35 permits eligible employees who are in Leave Without Pay (LWOP) status to use annual leave hours donated to them by other employees.

### Eligibility Requirements for Recipients:

- **(Traditional) Sick Leave Program Participants:**
  - ◇ Must be eligible under the Family & Medical Leave Act (FMLA) (as defined in [FMLA Policy 4.20](#)) for a certified medical condition for him/herself OR
  - ◇ Must be eligible under FMLA as a caretaker for a family member (including covered service members) having a certified medical condition AND
  - ◇ Must be in Leave Without Pay Status
- **Virginia Sickness & Disability Program (VSDP) Participants**
  - ◇ Must be eligible under FMLA as a caretaker for a family member (including covered service members) having a certified medical condition AND
  - ◇ Must be in Leave Without Pay Status

### Leave Share is NOT Available For:

- FMLA certified events for a Qualifying Exigency (related to military service) - This condition is not related to an illness or injury.
- FMLA certified events for Bonding - Bonding with a child is not related to an illness or injury.
- VSDP participants for their personal medical conditions - The disability plan provides for income replacement for this program's participants.
- VSDP participants for their personal medical conditions during their first year of state service upon hire or re-hire.

### Funding for Leave Donations:

There is no special funding or transfer of funds associated with leave donations.

- Annual leave donations must be absorbed by the agency. Consequently, agencies may establish a maximum number of hours for leave donations and/or a waiting period of up to 80 hours for leave donations. Such conditions must be communicated to employees and applied consistently.
- Interagency donations do not entail a transfer of funding. Again, the agency receiving the leave "donation" from another agency must absorb the costs of paying the recipient for the leave time.
  - ◇ Agencies must accept leave donations from the recipient's family members\* working in other agencies [\*see policy for definition]
  - ◇ Agencies may, but are not obligated to, accept leave donations from employees in other agencies who are not related to the recipient
- It is important that leave balances for donors be reduced so that the net leave liability for the donors is reduced. This offsets, somewhat, the potential cost of paying for leave donations if both employees are in the same agency. It provides no offset if the donor and recipient are in separate agencies.

*Continued on Page 5*

*Continued from Page 4*

**Leave Donations:**

- Must be charged to the donor's Annual Leave balances only
- Must be charged in 8 hour increments
- Are limited to the number of hours medically certified as the FMLA event
- Must not exceed 480 hours or any lower maximum number of hours established by the agency and published through agency policy/notification.

## Transgender/Unidentified Gender Employees

### Recordkeeping

The Code of Virginia provides a mechanism for transgendered individuals to change their gender designations and/or their names in their vital records. An individual may receive a new birth certificate by providing a copy of a court order to the [Virginia Department of Health, Office of Vital Records](#). [Code Sec. 32.1-269(E)]. One may also submit a court order reflecting a change in name. [Code Sec. 8.01-217]

To change one's gender designation for health care coverage following reassignment surgery, the Office of Health Benefits will accept either:

- A revised birth certificate; or
- The court order that enables one to get a revised birth certificate.

To change one's gender designation in other personnel records, the same documents may be presented.

To change one's name in personnel records, the same documentation required for any employee must be presented (a marriage certificate, divorce decree, or other court order designating the name change.) The demographic categories in our personnel records/data systems align with federal law. Consequently, there are only two gender options available. Consistent with federal law and our practices, HR needs to treat an employee/applicant who doesn't identify as either male or female in the same way as those employees/applicants who choose not to identify their race. Based on the HR representative's observations, a selection must be made from the existing options in the system/file on behalf of the employee.

Department of Human Resource  
Management  
Office of Agency Human Resource Services  
101 N 14th Street  
Richmond, VA 23219

Phone: 804-225-2131  
Fax: 804-371-7401 E-mail:  
compensation@dhrm.virginia.gov or  
policy@dhrm.virginia.gov



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.*

*To tell us what you would like to see featured in upcoming issues, contact us using the information on the left-hand side of this page.*