



**HR Highlights
January 2024**

Agency Salary Administration Plan Follow Up:

As previously advised last fall, DHRM is examining quality assurance strategies that reinforce the administration of the Commonwealth's Classified Compensation Program within its decentralized framework.

[Policy 3.05](#), Compensation, requires that agencies establish and maintain Agency Salary Administration Plans (ASAP) to guide internal salary administration and related talent management practices. Because these plans should be updated annually, we decided to utilize these as the starting point for developing a central quality assurance and improvement plan. Thank you to those agencies who have remitted their plans. Some agencies were in their annual review process at the time of our initial request.

If not already submitted, please send a copy of your 2023 ASAP to Compensation@dhrm.virginia.gov. Here's the [guidance](#) DHRM previously provided on the components to be considered in a plan, in case it is needed.