

Agency Human Resource Services

AHRS Periodical



Virginia Department of
**HUMAN RESOURCE
MANAGEMENT**

State Agencies Encouraged to Participate in Telework Week March 5-9, 2012

Virginia is again participating in Telework Week, which will be held this year during the week of March 5-9. This is the second year of this annual initiative that encourages government agencies, businesses, and individuals to pledge to telework during a specific one-week period. The event is hosted by [Telework Exchange](#), a public-private partnership focused on demonstrating the tangible value of telework. In 2011, nearly 40,000 individuals and organizations pledged to telework during Telework Week, collectively saving \$2.7 million in commuting costs.

Encouraging eligible state teleworkers to participate in Telework Week also supports Governor McDonnell's Government Reform & Restructuring Commission's continuing recommendations that state government embrace telework to support increased employee productivity and engagement, business continuity readiness, reduced traffic, and wear and tear on public transportation in the state. Even though Telework Week will occur during the 2012 legislative session, directors of state agencies should strive to encourage eligible agency employees, consistent with their duties and responsibilities, to telework at least one day during that week.

Existing state and agency telework policies should guide participation in Telework Week. Employees allowed to telework during this event must be assigned to positions designated as eligible for telework, and they must have active telework agreements on file. DHRM's telework policy can be found [here](#).

Telework Week provides a great opportunity for agencies to review positions that are approved for telework and expand telework opportunities where appropriate. If you have questions or would like assistance in expanding telework at your agency, please contact your assigned AHRS consultant.

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Statewide Pay Action Summary Report for October – December 2011

Reason	All Actions	Salary Changes	Average % Change
Agency Special Rate	142	142	2.79
Change of Duties Salary	237	236	7.63
Competitive Salary Offer	46	46	12.87
Competitive Voluntary Transfer	540	359	8.85
Disciplinary Demotion	2	2	-9.55
Downward Role Change	27	1	-5.00
End Temp Pay: Acting Status	105	105	-8.53
End Temp Pay: Additional Duties	44	44	-8.78
End Temp Pay: Special Assgmnmt	10	10	-6.44
Exceptional Promotion	11	11	11.70
Field Change	2	2	-4.47
Internal Alignment Salary	647	644	5.30
Lateral Role Change	206	25	6.70
New Knowledge/Skills/Abilities	278	278	7.73
Non-Competitive Voluntry Trans	170	35	5.54
Non-Routine	65	65	4.35
Performance Demotion	1	1	-9.09
Promotion	359	353	14.27
Reassignment	84		
Retention Salary Increase	133	132	6.57
Temp Pay: Additional Duties	90	84	7.46
Temp Pay: Special Assignment	9	9	7.07
Temporary Pay: Acting Status	130	120	9.14
Upward Role Change	181	140	9.63
Voluntary Demotion	47	29	-8.96
Change of Duties Bonus	36	36	5.32
Internal Alignment Bonus	1	1	2.00
New Knowledge/Skills/Abilities	49	49	2.52
Project Bonus Pay Out	3098	3098	1.99
Recognition Award Leave Hours	2583		
Recognition Award Monetary	948	948	1.02
Recognition Award Non-Monetary	101	101	0.21
Referral Bonus Pay Out	15	15	0.82
Retention Additional Leave	1		
Retention Bonus	290	290	3.04
Retention Bonus Pay Out	446	446	5.00
Sign-On Additional Leave	9		
Sign-On Bonus Pay-Out	35	35	2.31
Suggestion Award Monetary	1	1	0.28
Total Actions	11179	7893	3.85

For the fourth quarter, there were 2,629 base salary increases averaging 8.34%; 253 base salary decreases averaging -8.8%; and 5,020 bonus actions, averaging 2.13%.

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.

Competitive Offers

Many employees are viewing movement among state agencies as an opportunity to increase their salaries. Please remember that state agencies are not to enter “bidding wars” for state employees. The [Compensation Policy \(3.05\)](#) permits the employee’s current state agency to make one counter offer. The amount of the offer may be up to the salary rate offered by the other agency or the maximum of the employee’s current salary range, whichever is lower. The other agency may not counter the offer made by the employee’s current agency.

Example:

- An employee in Pay Band 3 in Agency A applies and is selected for a Pay Band 4 position at Agency B.
- The maximum of Pay Band 3 is \$49,255.
- The employee currently earns \$43,000.
- Agency B offers the employee \$48,160.
- Agency A may counter with one offer between \$43,000 and \$48,160.
- Agency B may **NOT** make a second offer.
- The employee may accept one of the two offers.

Reminder: PMIS Edit Changes

In a December 21 e-mail to agency human resource directors and staff, we communicated the lifting of certain PMIS edits that we determined to be unnecessary, enabling agencies to enter transactions permitted by policy. Please refer to that communication for details, and contact your assigned AHRS consultant if you have questions.

Using Q-Status to Support Agency Efficiency and Savings Strategies

Based on Governor McDonnell’s Government Reform & Restructuring Commission’s recommendations and the directives found in Executive Directive 3 (2011), DHRM will be increasing education about the Q-Status program and its benefits to agency managers and employees over the next several months. In Executive Directive 3, Governor McDonnell asks all agencies to examine expanded use of Q-status as part of their efficiency and savings strategies. AHRS is currently developing new resources to help agency managers, planners, and HR staff better understand how Q-Status can be an effective tool to:

- Help manage staffing reductions needed as a result of service changes
- Aid individuals who are close to retirement who possess critical organizational knowledge work reduced schedules while they transfer key knowledge to others
- Increase performance, productivity, and retention of reduced schedule staff
- Reduce costly ongoing turnover of staff in reduced schedule jobs

Watch for further communication about these resources over the next several months.

Time, Attendance and Leave (TAL) Project

DHRM has received Project Initiation Approval for the Time, Attendance, and Leave (TAL) Project. This approval enables the TAL project team to engage in formal project management planning efforts.

Please visit the TAL web site at <http://www.dhrm.virginia.gov/tal.html> for updates on this effort and detailed information on the project's purpose, scope, schedule, and points of contact.



A Special Tribute

On January 1, we bid “happy trails” to Jo Ann Stamper as she embarked on her next great adventure—retirement. Jo Ann’s career at DHRM spanned over forty years. Throughout that time, she always gave more than 100%, and she did so with patience, graciousness, respectfulness, and a smile in her voice. She always viewed agency challenges and problems from her customer’s perspective, always explaining fully and clearly why regulations and policies impact the transactions process and always remembering that an employee was impacted by every action that she took. We all miss Jo Ann, and will for some time, but we wish her much happiness as she explores all that her new life brings her way.



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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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