

FREQUENTLY ASKED QUESTIONS- CLASSIFICATION AND COMPENSATION STUDY rev. 9.26.16

Q: What is the current status of the study?

A: The vendor has made recommendations regarding job structures, which the departments and unions will begin to review shortly. The vendor has started to collect compensation data from comparable public sector organizations in order to develop the compensation recommendations, which are slated for completion later this fall.

Q: When will the classification changes happen?

A: We need to await the results **of the compensation study** in order to pinpoint an implementation date.

Q: Will my pay be cut?

A: No. There has been a commitment that **no employee** will receive a pay cut.

Q: Will I be getting a raise?

A: Future compensation will depend on a number of factors, including the findings of the compensation study and the State's review and response to them. Any increases to compensation would have to be approved through the legislative appropriations process and through negotiations with employee unions.

Q: Will my union affiliation change?

A: Not unless the unions agree to such a change.

Q: Will my title change?

A: It is possible. The classification study aims to reduce the number of job classifications and titles to improve consistency across departments.

Q: What else will change as a result?

A: You will still work for the same department with the same supervisor and coworkers. Your title and potentially its associated pay scale could change in the near-term. The compensation study will also review state employee hours worked and the number of steps in state pay grades, but we do not yet know whether the consultant will recommend any changes to those structures. Changes to hours worked or pay scales for union members will have to be discussed with union officials.

Q: How will I learn about the changes that will be taking place? Will there be open meetings?

A: Yes. We will hold informational meetings with employees before implementing any recommendations.

Q: How will changing my job title affect my seniority if a group of titles are now all one? How will this be applied to bumping if there are layoffs?

A: The application of the respective union contract layoff provisions will be discussed with union officials.

Q: Will there be added responsibilities since my job title may change? If so, will compensation for those new tasks be given?

A: No. The classification study aims to combine current overlapping and duplicative job titles, as well as establish modern job descriptions that accurately reflect the work performed. The compensation part of the study will ensure that employees are paid appropriately according to the new job descriptions.

Q: Will I have to learn new skills associated with my new title?

A: The classification study utilized information **derived directly from employees** – from both the Position Description Questionnaires (PDQ) and in-person interviews – to craft job classifications that reflect work that is currently being performed in state government. They should also reflect minimum skill levels for similar jobs in other organizations. For example, administrative support staff descriptions may include the use of word processing, scheduling or other programs. If additional training is required for these functions, offices can work with Human Resources to determine appropriate training opportunities.