



OREGON YOUTH AUTHORITY



Policy Statement

I-D-3.1 – Rates of Pay

Approved

Bob Jester, Director

Effective: September 1, 2005

Supersedes: I-D-3.1 (8/05 Info Ltr)

Interpretation: Employee Services

REFERENCE

ORS 240.190 through ORS 240.250 (Categories of service; classification and compensation plans)

OAR Chapter 105, Division 20 (Classification Compensation)

OAR Chapter 105, Division 40 (Filling Positions)

Applicable Collective Bargaining Agreements

OYA Form: YA 8001 (Personnel Action)

POLICY

The OYA will administer rates of pay for all staff in a manner consistent with legislative action and collective bargaining agreements. Compensation rates are established by negotiations with collective bargaining units and legislative direction. Exceptions to these pay practices must have prior approval from the Director.

I. Initial pay consideration

A. New Hires

Upon appointment, a Supervisor/Manager may offer a staff up to and including the second step in the salary range unless an exception is requested as outlined in this policy.

B. Temporary staff

1. Normally, a temporary staff is paid at the first step of a salary range.
2. Temporary staff do not automatically receive a salary adjustment based on the cost of living increase or other salary increases.

C. Lay-off list

Staff who are appointed from a layoff list to a position in the same classification are paid at the same salary step at which he/she was paid at the time of the layoff.

D. Re-employment

1. When a person is re-employed in a position in the same or related classification within the same salary range, he/she may be paid at or below the step he/she previously received.
2. If the person is re-employed in a position with a lower salary range, he/she is paid at a step not exceeding his/her previous rate.

E. Retirees

1. Retirees may be rehired back to their former assignment as temporary appointments. Limited Duration appointments may be used in special circumstances.
2. A retiree's salary may be at the same step or lower in the same salary range as when he/she retired.

II. Salary changes after initial appointment

A. Promotion

1. A staff's base pay is increased to the next higher step in the new salary range. If that results in an increase of less than 2.5 percent, an additional step will be given, not to exceed the top step of the higher salary range.
2. The base pay does not include any work-out-of-classification payments or differentials the staff may be receiving at the time of the promotion.
3. Two-step increases may be approved by the Director if accompanied by justification and requested through the Exception Process.

B. Transfer

1. A staff that transfers to another location should remain at the same salary rate.
 - a) If a staff's current salary falls between salary steps, it is permissible to place them on the higher step as long as that placement does not increase their base salary by more than 2.5%.

- b) Differentials are not added to base salary upon lateral transfer.
- c) Requests for increases above 2.5% must be approved by the Director and DAS and must be requested through the Exception process.

C. Work-out-of-classification

Compensation will be one step, unless provisions of the applicable collective bargaining agreement specify otherwise. The Director and DAS must approve work-out-of-class above one step and must be requested through the Exception Process.

D. Reclassification

Upon upward reclassification, salary will be increased to the next higher step in the new salary range. If that results in an increase of less than 2.5 percent, an additional step will be given, not to exceed the top step of the (new) higher salary range.

III. Other compensation

Other compensation includes, but is not limited to, differential pay, penalty pay, overtime, holiday pay, etc. Other compensation is provided in accordance with DAS rules and guidelines or applicable collective bargaining agreements.

IV. Exception Process

In the event a Supervisor/Manager believes a position merits more than the allowable step increases outlined in this policy, the following process must be used.

- A. Supervisors/Managers may request an exception to pay a higher rate based on the salary history of the individual or a situation involving a failed or difficult recruitment. The request is approved, as follows:
 - 1. Prior to offering any rate substantially different than allowed in this policy, the Supervisor/Manager will consult with central Employee Services and submit a written request for the increased rate to the appropriate Assistant Director.
 - 2. The written request will contain the:
 - a) Name of the individual
 - b) Position number, classification and salary range number
 - c) Requested starting salary amount and step

- d) Justification for request (if based on salary history, information must include current or recent salary of the individual).
 - 2. If the Assistant Director approves the request and the budget allocation, the Assistant Director will forward the request to central Employee Services.
 - 3. Central Employee Services will present a recommendation to the Director for final approval. If necessary, with the Director's approval, central Employee Services will forward the request to the Department of Administrative Services (DAS) for review and approval.
 - (a) The Director may approve an exception to pay a staff at the third or fourth step in the salary range.
 - (b) DAS must approve an exception to pay staff at the fifth step or above in the salary range. Starting salaries for new hires above step four are considered only in exceptional circumstances.
 - 4. The approved request will be returned to the hiring Supervisor/Manager who will then complete and forward the YA 8001 and all the supporting documentation (the salary comparison, justification of extenuating circumstances, and approval by the Director and/or DAS) to central Employee Services.
- B. The rate of compensation is a part of the agreement between the OYA and the staff prior to the assignment.