

**DAS Statewide Policy**

<b>SUBJECT:</b> Exceptions to Hay Evaluated Salary	<b>NUMBER:</b> 20.005.15
<b>DIVISION:</b> Human Resource Services Division	<b>EFFECTIVE DATE:</b> 10/21/04

**APPROVED: Signature on file with the Human Resource Services Division**

**POLICY STATEMENT:** Because of the public policy to attempt to achieve and maintain an equitable comparability of work within the Executive Branch, exceptions to a Hay evaluated salary range shall be made only under extraordinary circumstances.

**AUTHORITY:** ORS 240.145; 240.190; 240.235; 240.240; 240.245; 240.250; 292.951

**APPLICABILITY:** All positions subject to ORS 240.190

**ATTACHMENTS:** None

**DEFINITIONS:** See HRSD State Policy 10.000.01, Definitions; and OAR 105-010-0000

**POLICY:**

- (1) Because of the public policy to attempt to achieve and maintain an equitable comparability of work within the Executive Branch, exceptions to a Hay evaluated salary range shall be made only under extraordinary circumstances.
  - (a) Exceptions must be related to: recruitment and/or retention problems relative to the labor market, the result of collective bargaining, or administrative or legislative priorities.
  - (b) The Division shall approve exceptions to the Hay evaluated ranges and salaries for classifications or groups of employees within classifications. Documentation and records of all exceptions shall be maintained by the Division. The Director of the Department of Administrative Services shall approve exceptions to Hay evaluated salary ranges for all evaluated agency benchmark positions.
  - (c) Exceptions granted for represented or unrepresented positions shall be funded within the current budget. All exceptions affecting represented positions shall be negotiated by the Labor Relations Unit on behalf of the State before implementation. Exceptions requiring Emergency Board review shall be presented by the Department of Administrative Services before implementation. Documentation and records of such exceptions shall be maintained by the Division and agency.
  - (d) Human resource managers are to review all exceptions to individual positions as they become vacant or the circumstances supporting the exception change to determine if continuing the exception is appropriate, and advise the Division.

**(2) Policy Clarification:**

Prior to granting exceptions, consideration must be given to internal agency relationships and the impact such exceptions create on other state agencies with similar or related jobs, and their impact on the State's labor relations and compensation goals.

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- (1) **Performance Measure:** Number of exceptions made to individual positions in a given agency within a biennium.  
**Performance Standard:** None except under extraordinary circumstances.
- (2) **Performance Measure:** Number of exceptions made meeting criteria specified in policy.  
**Performance Standard:** 100%
- (3) **Performance Measure:** Number of exceptions made for which documentation and records have been maintained.  
**Performance Standard:** 100%