

SUBJECT: Exceptions to Hay Evaluated Salary	NUMBER: 20.005.15
DIVISION: Chief Human Resources Office	EFFECTIVE DATE: 2/01/2019

APPROVED: Signature on file with the Chief Human Resources Office

POLICY STATEMENT: Oregon state government policies are 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; OAR 105-020-0001

APPLICABILITY: All positions subject to ORS 240.190

ATTACHMENTS: None

DEFINITIONS: Also refer to State HR Policy 10.000.01, Definitions

POLICY:

- (1) DAS, CHRO will grant exceptions to a Hay evaluated salary range only when the following occur:
 - (a) Exceptions are related to recruitment and/or retention problems relative to the labor market, the result of collective bargaining, or administrative or legislative priorities.
 - (b) Exceptions to the Hay evaluated ranges and salaries for classifications or groups of employees within classifications are approved by the CHRO. Documentation and records of all exceptions shall be maintained by the Division.
 - (c) Exceptions to Hay evaluated salary ranges for all evaluated agency benchmark positions are approved by the Director of DAS.
 - (d) 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 prior to implementation. Exceptions requiring Emergency Board review shall be presented by DAS prior to implementation. Documentation and records of such exceptions shall be maintained by the CHRO and the agency.
 - (e) Human resource managers 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 CHRO.

- (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.