

 <b>STATEWIDE POLICY</b>	<b>NUMBER</b> 20.005.15	<b>SUPERSEDES</b> 20.005.15 02/01/2019
	<b>EFFECTIVE DATE</b> 11/01/2024	<b>PAGE NUMBER</b> Pages 1 of 2
	<b>REVIEWED DATE</b>	
<b>Division</b> <b>Chief Human Resources Office</b>	<b>Authority</b> ORS 240.145; 240.190; 240.235; 240.240; 240.245; 240.250; 292.951; OAR 105-020-0001	
<b>Policy Owner</b> CHRO Policy Unit		
<b>SUBJECT</b> Exceptions to Hay Evaluated Salary	<b>APPROVED SIGNATURE</b> <i>Signature on file with the Chief Human Resources Office</i>	

**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.

**APPLICABILITY**

All positions subject to ORS 240.190.

**ATTACHMENTS**

None

**DEFINITIONS**

Refer to State HR Policy 10.000.01, Definitions.

**POLICY**

- (1) The DAS Chief Human Resources Office (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 job profiles or groups of employees within job profiles are approved by DAS CHRO. Documentation and records of all exceptions shall be maintained by DAS CHRO.
  - (c) Exceptions to Hay evaluated salary ranges for all evaluated agency benchmark positions are approved by the DAS Director.
  - (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 DAS

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 DAS CHRO and the agency.

- (e) Human resources 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 DAS 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.