

FAQs



FY 2022-23 Meet & Confer

COLORADO

Total Compensation Survey Process & Methodology

These frequently asked questions provide reference to the Meet and Confer presentation on July 12, 2021.

1. **Q: How are the PERA changes considered in the across the board increase (ATB) for state employees?**

A: On July 1, 2021 PERA member contribution rates increased by 0.50%. The Joint Budget Committee considers these changes and impacts when recommending across the board increases. The final 3% across the board is higher than the original recommendation.

2. **Q: How is a sparse, rural state like Wyoming or Montana comparable for jobs such as environmental scientific specialists in Colorado? Has this been addressed / improved?**

A: All data determined to be applicable has a geographical differential applied to adjust it to the state of Colorado.

3. **Q: If a state employee consistently exceeds expectations (EE), why doesn't the State have a merit based raise system that it can implement?**

A: DPA-DHR continues to monitor current merit based raise best practices.

4. **Q: Please describe "on-Call" pay? What are on-call duties?**

A: On-call pay is additional pay beyond base pay for employees specifically assigned, in advance, to be accessible outside of normal work hours and where freedom of movement and use of personal time is significantly restricted. Eligible classes and the rate are published in the annual pay plan. A department head may designate eligibility for individual positions in classes not published and maintain records of such on-call designations. Only time while actually on call shall be paid at the special rate. In

call-back situations, employees eligible for both on-call and call-back pay shall receive call-back pay only.

5. **Q: When starting wages are adjusted by these reviews, why aren't seasoned staff looked at or considered for increases either based on merit or an increase for service retention?**

A: DPA-DHR continues to monitor compression potentially caused by increasing starting wages.

6. **Q: How does the cost of living index (COL) factor into salary considerations? It is noticeably more expensive to live in certain areas of Colorado than others, but the pay is the same.**

A: Market data is adjusted to the state of Colorado, where we have wages that are, on average, typically 3% higher than nationwide data. Cost of living and its impact are something that DPA-DHR continues to monitor.

7. **Q: How can you compare to states with such low cost of living, like Wyoming?**

A: All data determined to be applicable has a geographical differential applied to adjust it to the state of Colorado.

8. **Q: How can existing state employees get raises in the scenario that the State increases the base wages for that position?**

A: This is handled at the agency level in accordance with agency policies and State Personnel Board Rules and State Personnel Director's Administrative Procedures.

9. **Q: When do any salary changes actually happen?**

A: Salary changes related to the annual compensation process are typically effective on July 1.

10. **Q: How can state employees effectively move through their pay range?**

A: Employees may move through the ranges based on in-range salary movements in accordance with agency policies and State Personnel Board Rules and State Personnel Director's Administrative Procedures. These in-range salary movements are detailed in Rule 3-18.

11. Q: Can you provide clarification of how and when position descriptions are reviewed? Additionally, whose role is it to do so; human resources or the appointing authority?

A: Position descriptions are not required to be reviewed annually but it is considered a best practice. Agency policy and practice is determined in accordance with State Personnel Board Rules and State Personnel Director's Administrative Procedures. Per Rule 2-7 "each position shall have an accurate official (signed by the appointing authority) job description. Appointing authorities are responsible for providing an accurate official job description for each position to the department's human resources office and a copy to the employee."

12. Q: Are any system maintenance studies planned for the upcoming year??

A: Yes, DPA-DHR does intend to conduct regular system maintenance studies when possible.

13. Q: Will the State consider step pay raises so when the base pay goes up, employees with longevity have a percentage increase that rewards them for length of service?

A: The State of Colorado transitioned from a step plan several years ago.

14. Q: What additional criteria do you use that focuses on equity, diversity and inclusion (EDI) and any gaps that may exist?

A: DPA-DHR is currently working to review demographic data in relation to EDI, as well as reviewing and considering compensation practices for standardization where possible.

15. Q: How do you address positions that may not have a private comparable?

A: Market data is also inclusive of public entities where a match of 80% of the duties can typically be found.

16. Q: How can you compare Colorado State University as a public comparable for benefits when it is part of the state workforce?

A: Colorado State University is a large employer with different benefit plan options for faculty, administrative professionals, and other non-classified staff.

17. Q: Can and will the survey findings be discussed with the people at the Capitol (JBC, fiscal staff, legislators)?

A: Once published, the report is disseminated to the Governor's Office, the Joint Budget Committee, other legislative staff and published on the website.

18. Q: How often do system maintenance studies occur?

A: System maintenance studies are conducted as necessary.

19. Q: How do overall salaries in our state compare to the other states that have been benchmarked?

A: Average salaries compared to the market median, overall, for the last two report cycles have lagged the market consisting of both public and private data.

20. Q: If state employees and direct managers have discussions regarding compensation or position reallocations, is there a requirement for that supervisor to notify the agency HR office?

A: This would be dependent on agency policy and practice.

21. Q: When compared to other states, how does cost of living factor into the comparison?

A: Market data, consisting of both public and private entities is adjusted to the state of Colorado.

22. Q: How are different states chosen for data comparison?

A: National market data, consisting of both public and private entities is adjusted to the state of Colorado. Comparables are determined by considering if they are in the state's relevant labor market, have similar positions that can be benchmarked, organizations are of similar size, etc. Data also has to be available for those fields.