



COLORADO

Department of Personnel
& Administration

Your Name

Your Mailing Address

Date

Dear **Your Name**:

The State is implementing a Step Pay Program as negotiated in the 2022 Amended Partnership Agreement Article 31.6 which provides base salary increases to eligible State classified employees at certain milestone years. On July 1, 2024, eligible State employees will receive a 3% across-the-board (ATB) increase, then may receive an increase to the step pay rate for their job pay range based on total completed years in their current job series as of June 30, 2024. This letter serves as a final notification of your years in series.

Based on our records, as of June 30, 2024, you will have worked **Your Years in Service** years in your current job series of **Your Series Name**. Your current monthly pay rate is **Your Current Pay Rate**. The monthly salary for your step is **Your Step Salary**. If after the 3% ATB your pay rate is less than the pay rate for your step, **you will be moved to the pay rate for your step**. No employee shall experience a decrease in pay if they are earning more than their current step.

Review your years in series calculation carefully. If you believe your years in series is incorrect (either over or under), refer to the Time-in-Job Series Additional Information Submission Instructions at dhr.colorado.gov/HowToStep and submit to dpa_steppay@state.co.us for consideration as soon as possible.

If your pay rate is overestimated due to an incorrect time in series calculation, the State will be obligated under Fiscal Rule 9-5 to collect any overpayment. Please ensure your years in series is correct to avoid collections for overpayment. If at any point in time your years in series is found to be inaccurate, your pay rate will be adjusted to reflect the correct years in series. If you experience a job change within the State, your years in series and minimum step pay rate will be recalculated.

More information about the Step Pay Program including the pay plan, the step pay estimator, and instructions for submitting additional information can be found at dhr.colorado.gov/MyStep. Please reach out to dpa_steppay@state.co.us with any questions.

Sincerely,

Laura Koeneman

Statewide Chief Human Resources Officer