

General questions about determining and recording salary anniversary dates in HRMS

1. Where is the salary anniversary date recorded in HRMS?
 - A. The salary anniversary date is shown on the Step Entry Date field on the Salary Plan tab of the Job Data screen in HRMS
2. What if the salary anniversary date is not correctly reflected in the Step Entry date field in HRMS?
 - A. During 2016, departmental payroll staff will verify all salary anniversary dates and update HRMS if any information is found to be incorrect. By the end of 2016 all dates are to be verified and updated appropriately.
3. Employee has already established a salary anniversary date and subsequently receives a promotion to a new position. Does the employee retain the salary anniversary date?
 - A. No. The employee would be required to establish a new salary anniversary date upon completion of 26 pay periods on payroll in the new position and successfully passing any required probationary period.
4. If the employee is half-time, is anything done differently?
 - A. No. The employee must complete 26 pay periods on payroll to establish the salary anniversary date. If the employee is regularly scheduled to work 4 hours per day (or 20 hours per week), the salary anniversary date should be adjusted for unpaid time that is part of the employee's normal work schedule.
5. Is there a public query in HRMS for payroll clerks to verify the step entry date changes?
 - A. Yes. The query is named Y_DER_STEPDATE_REVIEW. This query provides a picture of the job entry and step entry dates that are currently on the top row of job data in HRMS. It is a starting point for the verification process.
6. Are employees previously represented by ALEASP eligible for a salary adjustment?
 - A. Yes. ALEASP is not a certified union so those employees are eligible for salary adjustments.
7. Do "Across the Board" pay increases affect the salary anniversary date?
 - A. No.

Changes to the salary anniversary date

8. What would cause an employee's salary anniversary date to change?
 - A. Generally, a salary anniversary date will change when there is change in title or pay rate, AND when a new probationary period is required. Examples include:
 - Promotion by regular appointment from an eligible list

- Promotion after underfill (CSC Rule IV, Section 6)
 - Promotion without examination (CSC Rule IV, Section 9)
 - Promotion after reclassification, when a new probationary period is required.
 - Demotion
9. An employee is currently underfilling and is promoted during 2016. Does this impact the salary anniversary date?
- A. Yes. The employee will be required to complete 26 pay periods on payroll and pass probation to establish a new salary anniversary date in the new position.
10. Does a reallocation affect the salary anniversary date?
- A. No. Reallocation occurs when a position is moved to a new or different pay range, or when the minimum recruitment rate is footnoted at a rate that is above the pay range minimum. These changes are generally the result of a market study and related to recruitment or retention and are not the result of changes in job responsibilities or duties. An employee who is already performing the job is not required to serve a new probationary period as a result of the reallocation and will retain his/her established salary anniversary date in the position.
11. Does a title change affect the salary anniversary date if the position remains in the same pay range?
- A. No. When the title of a position is changed and when that title change is in the same pay range and the incumbent of the position does not receive a pay increase as a result of the change in title, the employee retains the current salary anniversary date.
12. A RACM employee's position was eliminated and the employee was subsequently hired by the DCD. The employee is doing the same work for the DCD as she performed when working for RACM. Will this employee be required to establish a new salary anniversary date?
- A. DER will review these types of situations on a case-by-case basis, considering if there are substantial changes in job duties or responsibilities that would require the employee to serve a new probationary period, or for an Exempt appointment, if the employee is required to complete 26 pay periods on payroll in the position in order to establish a new salary anniversary date.

Adjustments to Salary Anniversary Date for Unpaid Time

NOTE: DER is working with ITMD to identify the best way to track unpaid time. Once that has been complete, this section will be updated to reflect any applicable changes. Because for 2016

only, salary adjustments for Group A become effective PP 01, and for Group B become effective PP 14 – for all eligible employees in each of those groups, the salary anniversary date may not exactly match the date of the employee assessment or performance evaluation. All salary anniversary dates are to be verified and updated in HRMS, if necessary, by the end of 2016.

13. When is a salary anniversary date adjusted for unpaid time?
 - A. The salary anniversary date must be adjusted for all unpaid time. When the cumulative unpaid time equals ten (10) full work days, the salary anniversary date is adjusted by one pay period (14 calendar days).

14. *When adjusting a salary anniversary date for unpaid time, how far back in the employee's work history is considered?*
 - A. *For 2016 only, after the salary anniversary date has been established, the date should be adjusted for any unpaid time that occurs during 2016, or that occurred in the six months immediately preceding the established salary anniversary date.*

15. *In the future, will salary anniversary dates continue to be adjusted for unpaid time?*
 - A. *Beginning in 2016, the salary anniversary date should be adjusted for unpaid time.*

16. *Does unpaid FMLA result in adjusting a salary anniversary date?*
 - A. *All unpaid time, including FMLA is counted towards adjustment of a salary anniversary date.*

17. *Should we keep a running tally even if the time period for which unpaid time was used intermittently spans several months or even years?*
 - A. *Yes. Beginning in 2016 and going forward.*

18. *Should holidays be included when calculating unpaid time?*
 - A. *Yes. If the period of unpaid time includes a holiday and the employee is not paid for that holiday.*

19. *Do weekend hours count towards unpaid time?*
 - A. *If the employee is regularly scheduled to work on the weekend day, the unpaid time should be included when determining an adjustment to the salary anniversary date.*

Reinstatement

20. Are there reinstatement rights to salary anniversary date or is the anniversary date established after one year from reinstatement?
 - A. This depends on whether the reinstatement is to the same position and the length of time after separation.

- If the reinstatement is within one year of separation and the employee returns to the same position in the same department/division, the salary anniversary date should be adjusted by the period of separation.
- If the reinstatement occurs after one year of separation, the employee will be required to complete 26 pay periods on payroll after reinstatement to establish a new salary anniversary date.
- If the employee is placed into a different position or a different department/division, the employee must establish a new salary anniversary date after completion of 26 pay periods on payroll in the new position and successful completion of any required probationary period.

Transfer

21. If there's no change in salary, but the employee transfers to new position, how does that affect salary anniversary date and salary increase?

- A. An employee who accepts a lateral transfer to a position with the same job title and within the same department or division is not required to serve a new probationary period. This employee retains an established salary anniversary date.

An employee who transfers to a lateral position with a new job title, or transfers into a different department or division is required to serve a new probationary period. This employee would establish a new salary anniversary date upon completion of probation in the new position.

An employee who receives a 3% salary adjustment as result of the transfer (Part II, Section 5. E. of the Salary Ordinance), shall be required to establish a new salary anniversary date upon successfully passing probation and completion of 26 pay periods on payroll in the new position.

Demotion

22. Does a voluntary demotion require a new salary anniversary date?

- A. An employee who takes a voluntary demotion for career change or to avoid layoff, to a position not previously held is required to serve a new probationary period. This employee would establish a new salary anniversary date upon completion of probation in the new position.

When the demotion is to a position previously held and the employee has already completed probation in the position, the employee is not required to serve any additional probationary period in that position. The employee must successfully complete time on payroll that is equivalent to the review period.

The salary anniversary date may need to be adjusted to include the full review period.

Discipline or PIP Impact

23. Why does discipline or a PIP change the salary anniversary date?
- A. Because 2016 is a transition year and employees had limited notice that having discipline or being on a PIP would affect their eligibility for pay progression, employees who have received discipline or been on a PIP during the six month period preceding their salary anniversary date will have a one-time opportunity to establish a new salary anniversary date.
24. Define the term 'discipline'.
- A. For the purpose of pay progression administration, 'discipline' is defined as having received a suspension (even if held in abeyance). Additionally, for FLSA-exempt employees, a warning notice (written) is considered as discipline.
25. If an employee received discipline, what is the new salary anniversary date?
- A. An employee who received discipline during the six month period immediately preceding their salary anniversary date, and who does not have any further discipline will receive a new salary anniversary date that is six months after the date the employee received notice of the discipline.
26. If an employee is on a PIP, what is the new salary anniversary date?
- A. An employee who was on a PIP at any time during the six month period immediately preceding their salary anniversary date, and who successfully completes the PIP will receive a new salary anniversary date that is six months after completion of the PIP.
27. If an employee has an infraction which results in a suspension, but that suspension is not served immediately, what date should be used when determining the new salary anniversary date?
- A. The new salary anniversary date would be six months after the date the suspension notice was given to the employee, provided no further discipline.
28. If an employee received discipline during the six months immediately preceding the established salary anniversary date and has the opportunity to establish a new salary anniversary date after the next six months receives a second discipline, will the six-month period start over?
- A. No. Employees will have only one chance to establish a new salary anniversary date after receiving discipline or completion of a PIP. A second discipline or PIP will result in the employee becoming ineligible for a salary adjustment in 2016.

29. If an employee receives a suspension or has other unpaid time in 2016 that occurs after the salary anniversary date, should the anniversary date be adjusted?
- A. Yes. The salary anniversary date should be adjusted for all lost time during 2016 and going forward.

Suspension Examples

Example 1: Salary anniversary date was 08/14/1990. Employee received a suspension 03/04/2016 and had a clean slate after that.

Because the suspension occurred in the six months immediately preceding the salary anniversary date, the employee is given a one-time opportunity in 2016 to establish a new salary anniversary date. The new salary anniversary date becomes 09/04/2016. The employee receives an employee assessment or performance evaluation in PP 19, 2016. Any resulting salary adjustment becomes effective PP 19, 2016 with no retroactivity for either a Group A or Group B employee.

Example 2: Salary anniversary date is 10/30/2011. Employee received a suspension on 02/24/2016 and had a clean slate after that.

Suspension occurred prior to the six-month 2016 review period (04/30/2016 – 10/30/2016). The salary anniversary date does not change. The employee receives an employee assessment or performance evaluation in PP 23, 2016. Any resulting salary adjustment becomes effective:

Group A	PP 06, 2016 (the pay period following the date of suspension)
Group B	PP 14, 2016

Example 3: Salary anniversary date is 01/05/2015. Employee received a suspension on 03/10/2016.

Group A: Suspension occurred after the employee assessment and does not change the salary anniversary date or impact any salary adjustment the employee received effective retroactively to PP 01, 2016. The suspension will be considered as part of the 2017 employee assessment. Note: Even if the HRMS entries have not been processed at the time of the suspension, the review period remains as the six months prior to the salary anniversary date or (07/05/2015 through 01/05/2016). The 2017 review period will be 01/05/2016 through 01/05/2017, and the suspension would be part of that review.

Group B: If the employee's six-month review period included the date of suspension, then the employee will have a one-time opportunity during 2016 only to establish a new salary anniversary date. If the six-month review period begins after the date of suspension, then no changes to the salary anniversary date are necessary.

Example 4: Salary anniversary date is 12/08/2014. Employee received a suspension on 10/27/2016.

The employee is given the opportunity to establish a new salary anniversary date. If no further occurrences of discipline during the six months following the date of discipline, the new salary anniversary date becomes 04/27/2017. The employee is ineligible for a salary adjustment in 2016. The employee will receive an employee assessment or performance evaluation on 04/27/2017 for a review period of 04/27/2016 through 04/27/2017 and the suspension will be considered as part of that review.

Employee Assessment or Performance Evaluation – General Questions

30. What is the review period for the 2016 Employee Assessment (Group A) or Performance Evaluation (Group B)?
 - A. Because 2016 is a transition year, all Employee Assessments or Performance Reviews will be based on the employee's work record/performance during the six months immediately preceding the salary anniversary date.

31. If an employee has established a new salary anniversary date because of having been on discipline or a PIP, and that new salary anniversary date results in a date after PP 27, 2016, does the employee receive an Employee Assessment or Performance Evaluation during 2016?
 - A. No. Because their new salary anniversary date occurs in 2017.

32. Will an employee who was appointed in PP 01, 2016 receive an Employee Assessment or Performance Evaluation in PP 27, 2016?
 - A. Yes. Provided the employee completes 26 pay periods on payroll and successfully passes probation in 2016.

33. Who is responsible to track the timing of Employee Assessments or Performance Evaluations?
 - A. Departmental payroll staff are responsible to verify and monitor changes to the salary anniversary date of each employee on their payroll, and will likely have a role in notifying supervisors/managers of the dates for employee assessments or

performance evaluations, and for monitoring completion of such, as per Departmental protocol. Other responsibilities include:

- Department Heads, or their designee(s) are responsible to assure that supervisors are aware of the salary anniversary date of each employee that they supervise.
- Supervisors are responsible to complete the employee assessment or performance evaluation in a timely manner.

Group A Employee Assessment

34. When do Group A employees receive their 2016 Employee Assessment?

- A. The employee assessment for employees in Group A should be completed on or near their salary anniversary date. Group A employees with salary anniversary dates falling in early 2016 should have their employee assessment completed as soon as possible.

Group B Performance Evaluation

35. When do Group B employees receive their 2016 Performance Evaluation?

- A. Because 2016 is a transition year the timing of Performance Evaluations depends on the pay period in which the salary anniversary date occurs.
- Employees whose salary anniversary date is in PP 01 – 14, 2016 will receive their performance evaluation completed in or near PP 14, 2016.
 - Employees whose salary anniversary date is in PP 15 – 27, 2016 will receive their performance evaluation on or near their salary anniversary date.

36. When will the Performance Evaluation Forms for Group B be ready?

- A. DER is working with departments who have already developed evaluation forms to assure the appropriate components are incorporated in those forms. DER is also developing a standard form that will be sent to departments within the next few weeks.

Salary Adjustments and Lump Sum Payments

37. When will the rate charts be ready?

- A. DER will be sending rate charts to departments within the next few weeks.

38. When a salary anniversary date falls in middle of pay period, does rate increase take effect in that pay period or the following pay period?

- A. The effective date of any salary adjustment resulting from a successful employee appraisal or performance evaluation will become effective at the beginning of the pay period in which the salary anniversary date falls. (Except that for 2016 the effective dates are PP 01, 2016 (12/20/2015) for most Group A employees and PP 14, 2016 (06/19/2016) for most Group B employees).
39. If the salary increase is entered with an effective date at the beginning of the pay period and that is not the same date as the established salary anniversary date, should the salary anniversary date be changed in HRMS to the date the pay increase becomes effective?
- A. No. Once established a salary anniversary date will not change unless lost time, or if a new salary anniversary date must be established. (Except that in 2016 a salary anniversary date may be re-established as related to discipline/PIP).
40. When does payroll clerk enter salary increase in HRMS?
- A. HRMS entries should be made in accordance with the biweekly pay processing schedule.
41. Do all salary adjustments in 2016 become effective retroactively to PP 01, 2016, regardless of when the salary anniversary date is established?
- A. No. Employees who are otherwise eligible for a salary adjustment, who:
- Are in Group A and have an established salary anniversary date in 2015 or earlier will be eligible to receive a salary adjustment effective retroactively to PP 01, 2016.
 - Are in Group B and have an established salary anniversary date in 2015 or earlier will be eligible to receive a salary adjustment effective PP 14, 2016 for anniversary date in PP 01 through PP 14, 2016, or retroactively to PP 14, 2016 for anniversary date in PP 15 – 27, 2016.
 - Establish a salary anniversary date during 2016 may be eligible for a salary adjustment but are not eligible for any retroactive pay, or lump sum for time worked prior to the newly established salary anniversary date.
 - For Group A, any salary increase becomes effective at the beginning of the pay period in which the newly established salary anniversary date occurs.
 - For Group B, any salary increase becomes effective at the beginning of the pay period in which the newly established salary anniversary date occurs, or the beginning of PP 14, 2016 – whichever is later.
42. Employee is near the top of the pay range and a salary adjustment would put the new rate above the pay range maximum. Does the employee receive anything?

- A. Yes. The employee qualifies for a base-building and pensionable salary adjustment up to the maximum of the pay range with any applicable retroactive pay at the time of the salary adjustment, and receives the difference in the form of a non-base building and non-pensionable lump sum adjustment paid in PP 27, 2016.
43. Employee establishes a salary anniversary date of 01/19/2016. This employee is in Group A and currently at the top of the pay range. Does she receive a lump sum payment only retroactive to PP 03, 2016?
- A. Yes. Because 01/19/2016 falls in PP 03, 2016.
44. If an employee was promoted PP 09, 2015, would they get their review in PP 09, 2016 and be eligible for a salary adjustment effective PP 14, 2016?
- A. Assuming no unpaid time and successful completion of probation, an employee who received a promotion in PP 09, 2015 (effective 04/12/2015) would establish a salary anniversary date of 04/12/2016. For an employee who otherwise meets eligibility criteria, the effective date of the salary adjustment would be:
- Group A employee effective PP 09, 2016 (no retroactivity)
 - Group B employee effective PP 14, 2016
45. If an employee was promoted in PP 01, 2016 and they work 26 pay periods, would this individual be eligible for a salary adjustment in PP 27, 2016?
- A. Assuming no unpaid time and successful completion of probation, an employee who received a promotion in PP 01, 2016 (effective 12/20/2015) would establish a salary anniversary date of 12/20/2016. This employee would receive the employee assessment or performance evaluation in PP 26, 2016 and any applicable salary adjustment would be effective PP 26, 2016.
46. Will an employee who was appointed in or after PP 02, 2016 be eligible for a salary adjustment in 2016?
- A. No. The employee will not have completed the required 26 pay periods to establish a salary anniversary date before the end of 2016.
47. Would an employee in Group B employees who was promoted in PP 17, 2012 receive the performance evaluation in August 2016, but the pay increase is retroactive to PP 14, 2016?
- A. Yes, provided all other eligibility criteria is met. A Group B employee who received an appointment to their current position in PP 17, 2012 (effective date 08/05/2012) and established a salary anniversary date on 08/05/2013, would receive the performance evaluation in or near PP 17, 2016. Any resulting salary adjustment would be effective retroactively to PP 14 for 2016 only.

48. If the employee receives discipline in 2016 and the date of discipline is after the established salary anniversary date, does the employee lose the pay increase?
- A. No. The employee retains the salary adjustment that occurred prior to the date of discipline. Discipline that occurs after the 2016 employee assessment or performance evaluation will be considered when providing the 2017 employee assessment or performance evaluation.
49. If the employee receives discipline in 2016 after the established salary anniversary date but before the employee has received the employee assessment or performance evaluation, does this make the employee ineligible for a salary adjustment?
- A. No. Discipline that occurs after the 2016 review period, even if the salary adjustment resulting from a satisfactory employee assessment or performance evaluation does not impact the 2016 salary adjustment.
50. Does the change to the Salary Ordinance, Part II, Section 5.A. regarding promotions have any impact on the salary adjustment?
- A. No.
51. Does residency impact eligibility for a salary adjustment?
- A. No.
52. Are part-time employees eligible for a salary adjustment?
- A. Yes. If all other eligibility requirements have been met.
53. Are employees on fixed term appointment eligible for a salary adjustment?
- A. No. Employees on fixed term appointments are paid at the minimum of the pay range, or according to the applicable footnote(s) in the salary ordinance.
54. The employee currently makes one cent less biweekly than the Mayor? Is this employee eligible for a salary adjustment or lump sum payment?
- A. No salary adjustment
 - B. If otherwise meets eligibility requirements, could receive a lump sum payment.
55. Is the lump sum pensionable?
- A. No
56. Can payroll clerks send Special Pay Sheets to Comptrollers for salary adjustments?
- A. When there is a large volume of 20 or more entries in the same pay period, the special pay sheets are acceptable.

Pension Offset Adjustment

57. If an employee received a pension offset adjustment during 2016, will that employee also be eligible for a salary adjustment?
- A. DER will be providing guidelines regarding how a salary adjustment is determined for employees who also are eligible for a pension offset adjustment during 2016. Please contact DER x 3394 directly if this occurs for any employee on your payroll.

Career Ladders

58. Are employees in career ladders eligible for a salary adjustment or lump sum payment?
- A. Employees in career ladders are excluded from receiving a salary adjustment or lump sum payment based solely on a successful employee assessment or performance evaluation. Employees in career ladders may be eligible for a salary adjustment within the career ladder and based on meeting core competencies, certification credentials and/or performance standards as defined by the approved career ladder and according to Part II, Section 4 of the salary ordinance.

DISCLAIMER: *The Department of Employee Relations reserves the right to modify the content of this document at any time. This document is for informational purposes only and should not be construed by any employee to create any binding contract rights.*

Action	Probation Required (CSC Rule VIII, Section 8)	Time on Payroll	New Salary Anniversary Date Established
Regular Appointment from Eligible List	Yes	26 pay periods	Yes
Appointment from Promotional Examination Eligible List	Yes	26 pay periods	Yes
Promotion after Underfill (CSC Rule IV, Section 6)	Yes	26 pay periods	Yes
Promotion without Competitive Exam (CSC Rule IV, Section 9)	Yes	26 pay periods	Yes
Promotion after Reclassification (CSC Rule II, Section 4)	Recommendation by DER as part of the classification report and as approved by the Commission.	Equivalent to the probationary period.	Yes, if required to serve a new probationary period. If no new probationary period, then retain established salary anniversary date.
Reallocation (position is moved to a different pay range or has a higher footnoted minimum recruitment rate)	No new probationary period	Not applicable	Retains established salary anniversary date.
Demotion to a position previously held and in which employee has previously passed probation	No new probationary period	Equivalent to the review period. (i.e. the review period in 2016 is six-months)	Salary anniversary date may need to be adjusted to include the full review period.
Demotion to a position the employee has not previously held	Yes	Equivalent to the review period. (i.e. the review period in 2016 is six-months)	Yes
Transfer to a lateral position with the same job title and within the same department or division	No new probationary period	Not applicable	Retains established salary anniversary date.
Transfer to a lateral position with a new job title, OR into a different department or division	Yes	Equivalent to the review period. (i.e. the review period in 2016 is six-months)	Yes.