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| **Standard Work Instruction** | | | |
| Process Name: Group C Assignment Pay Agency Requesting Authority  Operator: Agency/Institution Classification/Compensation Specialist  Operation Name: Formulating/Submitting Request to State Human Resources (SHR) | | | |
| **Task** | | **Key Points** | **Visual References** |
| 1.  (120 min) | Appointing Authority requests additional pay | Works with agency assigned HR Manager/Consultant to determine if a recruitment and/or retention problem exists that could be resolved with additional dollars. |  |
| 2.  (120 min) | Agency/Institution Class/Comp Specialist | * Opens and reviews Assignment Pay webpage for reference materials at: <http://www.hr.wa.gov/CompClass/Compensation/Pages/AssignmentPay.aspx> * Briefs and consults with SHR Classification and Compensation Team on possibility of submitting a request |  |
| 3.  (120 min) | Agency/Institution Class/Comp Specialist | Gathers/requests recruitment/retention data for last two years. Determines if class(s) are used in other agencies/institutions and impact (if any)   * Reviews assignment pay information on SHR’s website * If not available internally, requests retention data from SHR via [strategichr@ofm.wa.gov](mailto:strategichr@ofm.wa.gov) . * Analyzes recruitment and retention data   [Reference: Employer (DSHS) Group C Assignment Pay Guidelines](http://www.hr.wa.gov/SiteCollectionDocuments/CompensationAndJobClasses/Comp%20Plan%20Components/DSHSGuidelineforGroupCAssignPay_MR.docx) |  |
| 4.  (120 min) | Agency/Institution Class/Comp Specialist | Works with the Appointing Authority on developing a written description of the problem they are experiencing with the class/series, the adverse effects, and what actions have been taken to resolve the problem(s). Explains how a pay increase will help resolve problem(s). |  |
| 5.  (60 min) | Agency/Institution Class/Comp Specialist | Finalizes then forwards the request with their completed section (approved by the Director/Secretary) to SHR’s Classification and Compensation Team, and addresses any questions they may have. |  |
| 6.  (60 min) | Agency/Institution Class/Comp Specialist | Once SHRD sends the [Fiscal Impact Statement (FIS)](http://www.ofm.wa.gov/budget/fis/default.asp), coordinates finalization with program and budget then submits to OFM Budget with copy to SHR. |  |