DSHS Guideline for Group C Assignment Pay

Group C Assignment Pay is a premium pay that may be added to the base salary to support the recruitment and/or retention of like positions at a specific work location. The premium is to be used only as long as the circumstances it is based on are in effect. The Office of Financial Management’s State Human Resources Division (SHRD) must approve the use of assignment pay for each affected position prior to the employer’s implementing this premium.

Group C Assignment Pay may be applied to both represented and non-represented employees. Employee organizations must be given the opportunity to bargain the pay of represented positions prior to final authorization by the State Human Resources Division. Group C Assignment Pay proposals may be submitted at any time **if the agency can absorb the costs**. If the agency is not able to absorb the costs, a proposal may be submitted through the biennial Collective Bargaining/Budget Cycle process.

The DSHS Senior HR Director and Secretary must approve all Group C Assignment Pay requests prior to submittal to the State Human Resource Division at OFM for final approval

The Human Resource Division’s Classification & Compensation Specialist will complete SHRD’s Assignment Pay Request form for the Secretary’s signature and submit the request to SHRD’s Classification and Compensation Team for approval.

**Process for proposals where the costs can be absorbed:**

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| Requesting Appointing Authority | Working with your assigned HR Manager/Consultant to determine if you truly have a retention or recruiting problem that will be resolved by additional dollars. Other factors that may impact retention and recruiting might be, working conditions, unaddressed personnel and performance issues, management/supervisor style, perceptions, length and cost of commute, etc. |
| Servicing HRM/C | Gather recruiting data for the last 2 to 5 years:   * Number of recruitments done: * Length of time recruitment open. * Number of applicants certified. * Advertising efforts (how much and when).   . |
| Other efforts made. |
| Other criteria for employment |
| Is the class used by other offices/organizations, or state agencies within the geographical area? If so, identify them and number of positions if known. Are they having similar recruiting/retention problems? |
| Retention issue:   * Why are employee’s leaving? * Reason given to supervisor/manager? * Exit interviews. |
| Review and analyze the above data. Does it support a recruiting or retention problem exists? |
| Consult with HRD Classification Team and send them the data gathered. |
| Class & Comp Specialist | Review assignment pay information on SHRD’s website. |
| Request the following retention data from HRD’s Data Unit:   * Turnover data for the past 2 to 5 years for the class(s): org unit, class code, time duration, and location. * Average vacancy rate for the last 2 to 5 years. |
| Analyze retention and recruiting data. |
| Brief and consult with SHRD Classification Team on possibility of the agency submitting a request. |
| Share analysis and advice with Servicing HRM/C. |
| Servicing HRM/C | Review the recruiting and retention data with the Appointing Authority and does it support a recruiting or retention problem. Will increase dollars fix the problem or is there a more effective solution?  Work 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). Explain how a pay increase will help resolve problem(s). |
| Requesting Appointing Authority | Obtain concurrence of the Division Director and Assistant Secretary to submit request.  Send a memo to HRD/CCU describing the problem(s), root cause of recruitment and retention issue, adverse effects, and how does pay increase help. Indicate how you can absorb the cost of the request. |
| Class & Comp Specialist | Analyze the request and clarify any questions/concerns. |
| Contact other DSHS users of the class in the local area to determine impact on their operation. |
| Contact SHRD Class & Comp Team and discuss proposal with them. |
| Complete the SHRD Assignment Pay Request and forward the package to Senior HR Director through the Chief, Position Management. |
| Chief, Position Management | Review the request and clarify any questions. Forward request to Senior HR Director with a recommendation. |
| Senior HR Director | Reviews request and recommendation. Forwards to the Secretary for approval. After Secretary’s signature, returns request to CCU. |
| Class & Comp Specialist | Forwards the approved request to SHRD’s Classification Team, and address any questions they may have. |
| When SHRD sends the Fiscal Impact Statement (FIS) coordinate finalization with program and budget. |
| Send completed FIS to SHRD |
| Appraise appointing authority of status as information is shared by SHRD. |
| Appointing Authority/Labor Relations Specialist | Attend any Demand to Bargain meeting if requested by the union upon notification by OFM/LRD. |
| Appraise HRM/C and CCU of any outcome reached in Demand to Bargain. |
| Class & Comp Specialist | Upon receipt of SHRD’s decision notify Appointing Authority and distribute copies of the decision. |
| Denied - are there other options that can be explored? |
| Approved - advise respective HRM/C concerning need to submit PA40s and PARs. |
| File decision in the respective position file(s) and record set. |
| Tickle for re-review in two years. |
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