Pay Adjustment Process

An Appointing Authority may adjust pay for an employee, within the employee’s current salary range, if the purpose is to eliminate a pay disparity, so long as that employee’s pay is compared with the pay of another employee who is: 1) in the same classification; or 2) in the same classification series; or 3) in a classification in the same occupational group within the same career path performing comparable types of duties; or 4) subordinate to the existing employee in that employee’s chain of command. (Career Service Rule 9-39A)

Process

1. Pay Adjustment Request Form

1.1 Before completing the Pay Adjustment Request Form (the Request Form), the requesting manager should consult with their HR Business Partner (HRBP), and the HRBP will engage their Class/Comp Analyst as needed, to help determine the business case and eligibility for a pay adjustment.

1.2 If a Pay Adjustment is determined to be warranted, the HRBP will partner with the manager and, if necessary, engage their Class/Comp Analyst, to build the business case, identify the comparator employee, complete the Request Form, obtain approval signatures and consult with the Class/Comp Analyst if appropriate.

The following information is required on the Request Form:

- 1st box – List of employees being considered for this pay adjustment including employee ID, name, Workday job title, and requested rate.
- 2nd box – Comparator employee information.
- 3rd box – Indicate which pay factors are applicable and describe the reason for the pay adjustment request.
- 4th box – List any employees not being considered and in the following box the reason why their pay is not being adjusted.

1.3 The Request Form must be completed and signed electronically.

1.4 The HRBP will review the Request Form and send the completed Request Form to compensation@denvergov.org.

1.5 The Class/Comp Analyst will collect, compile and analyze all relevant education, experience, performance and pay information.

1.6 Based on the analysis, the Class/Comp Analyst will propose an increase amount (if appropriate) or determine if they agree with the manager’s proposed increase amount, if one was provided.

1.7 If the manager has indicated a proposed increase amount for an employee, but the Class/Comp Division has offered an alternative amount, the Class/Comp Analyst will update the Request Form and forward it back to the manager for their approval. If the manager approves, the Class/Comp Analyst will re-obtain the necessary electronic signatures from the HRBP, director and Appointing Authority.

2. Office of Human Resources Approvals

2.1 The Class/Comp Analyst will electronically sign the request and email the Request Form to the Class/Comp Director for approval.

2.2 Once the Class/Comp Director approves the request electronically, the Request Form will be forwarded to the Class/Comp Analyst who will then forward the request to the OHR Executive Director for approval or denial.

2.3 If the OHR Executive Director approves the request, the OHR Executive Director returns the Request Form to the Class/Comp Analyst by email.

2.3.1 The effective date is the Sunday following approval by the OHR Executive Director.

2.4 Optional: The Class/Comp Analyst will notify the manager and HRBP that the OHR Executive Director has approved and that an official communication will follow from compensation@denvergov.org.

2.5 The Class/Comp Analyst will notify the Class/Comp HR Tech that the Pay Adjustment request has been approved. The Class/Comp HR Tech will then notify the manager and HRBP of the approval via official communication from compensation@denvergov.org.

2.6 The manager will notify the employee of the increase amount and effective date.

3. Workday Input

3.1 The HR Tech completes and submits a Support Now ticket with the pay adjustment increase amount that is routed to the HR Service Center who makes the pay change in Workday. HR Tech notifies Class/Comp Analyst that pay adjustment process has been completed.

Quick Reference Guide prepared by the OHR Classification and Compensation Division.