

**MEMORANDUM**

**REVISION 24 SERIES D**

**TO:** Holders of Career Service Rule Books

**FROM:** Career Service Board

**DATE:** January 24, 2017

**SUBJECT:** Revision of Career Service Rule 9-39 Pay adjustment within the salary range

The Career Service Rules review project continues to make progress. The project will modernize our rules for a more progressive city, update them for the changes we've made in the city in recent years, remove duplication and redundancies, and consolidate rules wherever possible. The following information provides an update on the most recent rules change to Rule 9-39 Pay adjustment within the salary range. It contains a summary of the rule changes, their intention and impact. It was approved by the Career Service Board on January 19, 2017. Also included are new rule pages to replace outdated information along with insertion instructions for Career Service Rule Books.

<b>Rule 9-39 Pay Adjustment within the salary range</b>			
<b>PREVIOUS RULE</b>	<b>REVISED RULE</b>	<b>NEW RULE NUMBER</b>	<b>REVISION INTENTION &amp; IMPACT</b>
An appointing authority may adjust pay for an employee, within that employee's current salary range, if the purpose is to eliminate pay inequity so long as that employee's pay is being compared with <b>the pay of another employee in the same department or agency.</b>	An appointing authority may adjust pay for an employee, within that employee's current salary range, if the purpose is to eliminate pay inequity so long as that employee's pay is being compared with <b>the pay of another employee.</b>	9-39 A	To eliminate restrictive language limiting pay equity review comparisons to only within the same department or agency. This will allow comprehensive pay equity reviews within a classification, ensuring "like pay for like work" across departments and agencies.

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Employees at or above the level of Manager are eligible for this pay adjustment only if the other employee is also at or above the level of Manager.	Remove	9-39 B	To allow pay equity reviews that are not limited by the management level of the position. This will allow for pay equity reviews within a career path.
<b>NEW RULE</b>	The appointing authority's request for approval shall explain why employees in the same classification in the same work group/unit are not being considered in the request. This explanation should include information about how the excluded employees are not affected by the pay factors (as defined in this Rule 9).	9-39 D	To ensure Appointing Authorities are reviewing all potential pay equity adjustment employees and are providing justification for not including those employees in pay equity adjustment requests.
<b>NEW RULE</b>	The OHR Classification and Compensation Division may review employees' pay across department/agencies within the same classification(s), within the same classification series, and/or within the classification(s) with the same career path with comparable duties in order to make recommendations on pay actions to be submitted to appointing authorities for consideration of pay action.	9-39 E	To allow the OHR Classification and Compensation Division the authority to actively review internal pay equity issues and proactively recommend pay equity adjustments for consideration by appointing authorities.

**Rule 9-39 Pay Adjustment within the salary range**

PREVIOUS RULE	REVISED RULE	NEW RULE NUMBER	REVISION INTENTION & IMPACT
<b>NEW RULE</b>	Appointing authorities are encouraged to submit pay equity requests to the OHR as soon as possible after a qualifying pay event has been identified. Requests must be made using the current OHR Classification and Compensation Pay Equity Adjustment Request form.	9-39 F	To ensure timely submissions of pay equity adjustment requests; also complements 9-30.

	<u>Page Number</u>	<u>Issuance Dates</u>
<b><u>Remove:</u></b>  9-7		July 31, 2015

	<u>Page Number</u>	<u>Issuance Dates</u>
<b><u>Replace with:</u></b>  9-7, 9-7.1		January 24, 2017

**PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.**

9-38 Interim market adjustments

(Re-numbered December 21, 2012; Rule Revision Memo 66C)

- A. The Board, following a public hearing, may make a market adjustment in a pay practice, or create a temporary pay practice, if the Board finds that all of the following conditions exist:
  - 1. Numerous vacancies exist in the classification(s) that will be affected by the proposed pay practice;
  - 2. Recruitment has not been effective;
  - 3. Retention rate is low; and
  - 4. Market driven personnel shortages in the classification(s) are causing difficulty in fulfilling an essential mission of the City.
  
- B. An interim market adjustment shall remain in effect for up to one (1) year. Nothing in this subparagraph prevents a new market adjustment from being established for the same classification(s), provided that all of the requirements of the previous subparagraph are met.

9-39 Pay adjustment within the salary range

(Revised January 24, 2017; Rule Revision Memo 24D)

- A. An appointing authority may adjust pay for an employee, within that employee's current salary range, if the purpose is to eliminate pay inequity so long as that employee's pay is being 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.
  
- B. A pay adjustment within the salary range requires the approval of the OHR Executive Director. The effective date of any such pay adjustment shall be the beginning of the work week following approval by the OHR Executive Director.

- C. The appointing authority's request for approval shall explain the reason the pay inequity exists. This explanation should include information about how pay factors (as defined in this Rule 9) have contributed to the pay inequity.
- D. The appointing authority's request for approval shall explain why employees in the same classification in the same work group are not being considered in the request. This explanation should include information about how the excluded employees are not affected by the pay factors (as defined in this Rule 9).
- E. The OHR Classification and Compensation Division may review employees' pay across departments or agencies within the same classification(s), within the same classification series, or within the classification(s) with the same career path with comparable duties in order to make recommendations on pay actions to be submitted to appointing authorities for consideration of pay action.
- F. Appointing authorities are encouraged to submit pay equity requests to the OHR as soon as possible after a qualifying pay event has been identified. Requests must be made using the current OHR Classification and Compensation Pay Equity Adjustment Request form.