




## HUMAN RESOURCES DIVISION

Mark Gordon, Governor | Patricia L. Bach, Interim Director | Erin Williams, Interim Administrator

### MEMORANDUM

**TO:** Agency Directors  
Agency Human Resources

**FROM:** Erin Williams, Interim HRD Administrator 

**DATE:** May 30, 2019

**SUBJECT:** 2.5% ECA and Pay table movements for the Executive Branch

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The Department of A&I, Human Resources Division in collaboration with the State Budget Office is committed to providing ongoing information on the upcoming pay increases and information related to market.

An appropriation of \$1,840,500 was recently authorized by the Legislature to update our existing pay tables as close to the 2017 market as possible. On July 1, 2019 the pay tables will reflect this change. All Executive Branch employees who fall below the new pay table minimum within their paygrade and classification will be brought up to the newly reflected minimum.

In addition, an appropriation of \$5.5 million was recently authorized by the Legislature to be distributed to all eligible Executive Branch Employees in the form of an External Cost Adjustment. All eligible Executive Branch Employees whose salary is less than \$80,000 per year will receive 2.5% based on their annual salary. All eligible Executive Branch Employees at \$80,000 or more per year will receive 2.5% based on a salary of \$80,000. All eligible Executive Branch Employees who are currently at the maximum of the newly approved 2017 pay tables will receive a 2.5% one-time max bonus based on their annual salary (not to exceed \$2,000).

Employees NOT eligible include: Elected Officials; At-Will Contract Employees (AWEC); Special Classified Employees (TP01); Board Members (BORD); and Commission Members (COMM).

To be eligible an employee shall meet ALL of the following criteria:

- 1.) Employed as of July 1, 2018 and continue to be employed on June 30, 2019; and
- 2.) Have 12 months of continuous State Service with no break in service as of June 30, 2019.  
(Employed on or before July 1, 2018)

The Department of Administration & Information is working with the State Auditor's Office to develop the process and timeline for implementing these adjustments and will be providing guidance and instructions to Agency Human Resource Contacts by the middle of June.

Listed below are some answers to frequently asked questions. If you have other questions, please feel free to contact Stacy Romans at 777-6727 or Erin Williams at 777-6724.

#### Frequently Asked Questions.

**Q: Will a probationary employee be eligible for the external cost adjustment?**

A: For the most part, no, probationary employees are not going to meet the twelve (12) months of continuous state service, however there may be rare instances where an individual was hired as a temporary or at-will employee and then received a probationary appointment without a break in service and they do have more than the twelve (12) months of continuous state service. They would also need to meet the other eligibility requirements listed.

**Q: If an employee worked for an Executive Branch Agency on July 1, 2018 and quit on July 3, 2018 but was rehired by another Executive Branch Agency on July 5, 2018 will they receive the external cost adjustment?**

A: No, one of the eligibility requirements is that the employee must have twelve (12) months of continuous state service. If there was a break in service for even one day the employee will not be eligible.

**Q: Will an employee be allowed to receive the external cost adjustment once they reach the twelve (12) months of continuous state service?**

A: No, the twelve months of continuous state service must be met by June 30, 2019

**Q: There are some positions in Executive Branch of State Government that are at-will. Will these at-will employees be eligible for the external cost adjustment?**

A: Other than At-Will Contract Employees (AWEC) and Special Classified Employees (TP01), other at-will Executive Branch Employees who meet ALL of the established criteria will be eligible for the external cost adjustment.

**Q: If an employee falls below the minimum of the new pay range how will this affect their raise?**

A: If an employee falls below the minimum of the new pay table amount, they will be brought up to the new minimum and their 2.5% increase will be based on this rate.