



Compensation Redesign Frequently Asked Questions:

How do I determine my hourly rate of pay?

Hourly rate of pay can be determined by *referencing your latest paystub*

(LEO > My Info > Payroll Statement)

- Hourly rate will be located on paystub under Earnings/Paid Absences section. "Rate" will indicate your current hourly rate.

How do I find my pay level and corresponding pay schedule?

Your pay level can be located in the following location:

- *Job specification*
Every classified position is allocated to a classified job title. Every classified job title has a job specification that includes the job title, pay level, pay range, function of work, examples of work and minimum qualifications. Job Specifications are located on the State Civil Service website [here](#). (SCS Homepage > Job Information and Test Finder > View Jobs by Job Title)
- Type your official State Civil Service job title into the search engine
(Note: this may be different from your working title).

Your pay level will consist of two letters and three numbers (i.e. AS-209, MS-214, PS-215, SS-218, TS-211, WS-216.) The two letters will indicate the schedule your job is allocated in.

AS – Administrative Schedule

SS – Social Services Schedule

MS – Medical Schedule

TS – Scientific and Technical Schedule

PS – Protective Schedule

WS – Technician and Skilled Trades Schedule

EXAMPLE

Employee A - Accounting Technician

Employee A searches for their pay level and corresponding pay schedule on the SCS Website.

Job Title – Accounting Technician

Pay Level – AS 611

Pay Schedule – Administrative Schedule

How do I determine if I am eligible for a 2% base pay increase on January 1, 2018?

Determine where your hourly rate falls within your pay range of the current pay schedule. Current pay schedules can be found on the State Civil Service website [here](#). (*SCS homepage > About Us/Divisions > Compensation > Pay Schedules*)

Based on your hourly rate, if you are below the maximum of your pay range you will receive the 2% base pay increase. Classified employees earning an hourly rate of pay equal to or above the maximum of their current pay range will not be eligible for this increase. Dependent upon an employee's relation to the maximum, an employee may receive an amount less than 2%. Employees cannot be paid above the maximum.

EXAMPLE

Employee A

Accounting Technician (AS 611)

Hourly Rate: \$11.80

AS 611 Hourly Range: \$11.62 - \$24.46

Employee A would receive a 2% base pay increase as they are below the maximum of their pay

How do I determine if I will get an additional increase on January 2, 2018?

Click [here](#) to determine where you are in your pay range in the new pay schedule effective January 2, 2018. If you are below the minimum, you will be brought up to the new minimum of your pay range.

EXAMPLE

Employee A

Accounting Technician (AS 611)

Hourly Rate: \$12.04

AS 611 Hourly Range: \$12.45 - \$24.46

Employee A would receive an additional increase since their hourly rate after the 2% base pay general increase would be less than the new minimum. Employee A would be brought up to the new minimum hourly rate of \$12.45.

How will I determine my market adjustment percentage?

If you answer yes to the following questions below, you are eligible to receive a market adjustment:

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- ✓ Are you a classified State employee? (NOTE: Classified WAEs are not eligible for market adjustments.)
- ✓ Were you employed on or before January 15, 2018 (active status six (6) months prior to the disbursement - July 15, 2018)?
- ✓ Have you received at least Successful or its equivalent rating on your last official overall Performance Evaluation on July 1, 2017?

The percentage amount granted to an employee will be determined by identifying where his/her current hourly rate of pay falls within his/her pay range as noted below:

Minimum up to 1 st Quartile	At a rate above 1 st Quartile up to Midpoint	At a rate above Midpoint up to 3 rd Quartile	At a rate above 3 rd Quartile to Maximum
4%	3%	2%	2%

EXAMPLE

Employee B

Job Title: Administrative Program Specialist A

Pay Level: AS 613

Hourly Rate of Pay: \$17.80

	Hourly				
AS	Min	1 st Quartile	Midpoint	3 rd Quartile	Max
613	16.63	20.66	24.69	28.72	32.74

**Rates effective January 2, 2018*

Employee B would qualify for 4% market adjustment because their hourly rate of pay of \$17.80 falls between the minimum and the 1st quartile of their AS 613 pay range.

Will I be eligible for performance pay for my performance year 2017-2018 performance?

If you answer yes to both of the questions below, you **may** be eligible to receive lump sum performance pay:

- ✓ Does your agency have a Rewards and Recognition policy including performance pay?
- ✓ Do you receive an overall rating of Exceptional from the current year?

NOTE: Through a State Civil Service Commission approved policy, the agency **MAY** award up to a 3% lump sum payment not to exceed \$2,500. The disbursement date will be determined by the individual agency policies but can be paid no later June 30th of each fiscal year.