

# Compensation Practices for the Department **UDOT 05-22**

Effective: July 1, 1997

Revised: October 9, 2018

## **Purpose**

This policy has been written to inform employees and leaders of the Utah Department of Transportation (Department) of the different compensation options available for employees.

## **Policy**

All compensation rules and policies for the Department are in conformance with DHRM Rule R477-7 on Compensation. Compensation issues not covered in this practice can be found in that rule. This policy is intended to outline areas which may need additional discussion for more clear understanding.

### **1. Probationary Increases**

Probationary increases as defined under previous DHRM Rules no longer exist as of June 28, 1997. Managers and supervisors have the option of approving an Administrative Salary Increase of three percent for new employees who were hired at the entry of the range and who are at the entry 12 months or later. New employees hired above entry of the range are not eligible for this increase. Probationary increases may be given after twelve months of permanent employment. Employees in a TL or IN status will not receive probationary increases.

### **2. Promotions and Reclassifications**

Employees promoted or reclassified to a position with a salary range exceeding their current salary range maximum by any percent are eligible to receive a wage increase of twelve percent. Exceptions will include employees who need more than 12% just to reach the entry of the new range, or employees who bump near or at the maximum of the range of the new position, where they cannot exceed the maximum, unless allowed by DHRM Rule. Additionally, exceptions may be given to employees who receive intermittent wage increases as part of an overall promotion/tiered increase program, or who have been transferred to a lower range.

Employees may not be placed greater than the maximum salary on the range, unless they are in a longevity status, or lower than the beginning salary in the new range.

Employees who remain in longevity status after a promotion or reclassification will retain their salary by being placed on the corresponding longevity wage.

## 2(a) **Compensation for Absent Supervisor's Tasks**

This section addresses potential compensation for employees who are requested to assume the responsibilities of a supervisor who is absent for a length of time.

An employee who is requested to preside over his/her supervisor's responsibilities may be offered a temporary administrative salary increase (ASI) in an amount not to exceed 12 percent for the time said supervisor was absent. This temporary ASI may only be offered when the supervisor is absent for a minimum of two pay periods (20 working days). Pay can be retroactive to the date the assignment was given.

The manager of the absent supervisor will make the decision as to who will assume the higher duties in consultation with the appropriate Senior Leader.

The Senior Leader, or designee, approves the request for the temporary ASI, using the form found at the end of this policy.

### 3. **Administrative Salary Increases (ASI)**

The Administrative Salary Increase provides management with the ability to increase an employee's salary without classification or related action. DHRM Rules allow employees to be eligible to receive salary increases up to the maximum of their salary range providing the agency has sufficient funds within their annual budget. Requests for ASIs must be in writing and be submitted through the Deputy Director's office for review. There must be a unique reason for the ASI such as exemplary performance, market inequities, or other special agency conditions or problems. The request does not need to be sent through the Deputy Director's office if the ASI is used for probationary increases or on certain career ladder increases based on accepted criteria but can be processed through the Human Resource Office.

The Executive or Deputy Director is the final authority for ASIs including being responsible for challenges or grievances resulting from such increases.

### 4. **Administrative Salary Decreases**

Administrative Salary Decreases (ASD) provide management with the ability to decrease an employee's salary for non-disciplinary reasons. DHRM Rules allow salary decreases not to fall below the minimum of the salary range. Requests for ASDs must be in writing and be submitted through the Human Resource Office for review and processing. Such decreases are used for career mobility, transfers, reasonable

accommodation, special agency conditions or problems, or other unique situations or considerations in the agency.

5. **Salaries for New Hires**

New employees can be placed at any point on the salary range as deemed prudent and appropriate. Department Managers are encouraged to consult with the Human Resource office for any salary offer above the entry of the range. The final salary offer will be made with a full understanding of the impact of paying an outside candidate more than current employees.

6. **Salaries for Time Limited Employees (IN or TL)**

Salaries for these positions should be kept at the level that is consistent with the work being performed, the skills of the individual, and the salaries being paid permanent staff. All salaries are subject to review and consultation with the Human Resource Office.

7. **Reassignment**

A reassignment is a management initiated action moving an employee from his or her current job or position to a different job or position for administrative reasons not included in the definition of promotion or demotion.

8. **Transfer**

A transfer is an action not mandated by management moving an employee from one job or position to another job or position with an equal or lesser salary range maximum for which the employee qualifies. A transfer may include a minimum of a five percent (5%) decrease in actual wage. A transfer is an employee's voluntary act. The Department will allow its employees to seek and accept Department jobs with a lower pay range without losing any money with the following stipulations:

- The employee must sign a "Transfer Agreement" if he or she is selected for a position with a lower pay range.
- When the employee's wage is not impacted by a transfer to a lower range, then any promotion up to the job from which the employee was transferred, may be a 5% promotional increase. No promotion of 12% will be permitted until the employee is promoted to a job that is at an organizationally ranked higher job than the one from which the employee was originally transferred in this case.
- When an employee receives a 5% or more decrease resulting from a transfer to a lower range, then any promotion after that will follow current UDOT Compensation policy guidelines, for example, all promotions will entail a 12% increase. The employee's present salary must be within the pay range of the position he or she is seeking.

- It is management's responsibility to manage the process by selecting the best candidate and not necessarily the employee that wants to move down.

Guidelines for an Administrative Salary Decrease must be used if management adjusts the wage of an employee to a lower percentage when the employee is transferred to a lower level position.

9. **Demotions**

A demotion is a disciplinary action resulting in a reduction of an employee's current actual wage for cause.

- Employees demoted consistent with 05-31 will receive a wage reduction as determined by the Region or Group Leader with approval of the Executive Director. The Region or Group Leader may move an employee to a position with a lower salary range concurrent with the salary reduction.

10. **Emergency Response Pay**

FLSA non-exempt employees directed to report for work for the purpose of responding to an emergency request may be paid a work incentive of one half of his or her regular hourly salary rate for the Emergency Response hours beyond the normal work schedule in the work week. This incentive will not be paid for hours where the employee has been compensated with 1.5 times regular pay as defined by the Fair Labor Standards Act and administered by the payroll system or for hours where a holiday incentive has been paid.

An Emergency Response is defined for the purposes of this policy as a natural disaster, or unplanned/unforeseen circumstance where management, or their designee, directs one or more employees to report to work beyond the normal work schedule when an immediate critical response is required to assure the safety of the motoring public. It also applies to reinstate a major and essential operation of the Department that has been suspended due to unforeseen situations. The Region Director will determine when an event qualifies as an emergency.

11. **Compensation for Weekend and Holiday Snow Removal**

Department employees called out to remove snow and other snow related activities will receive a 50 percent (time and a half) differential for the hours worked on Saturday, Sunday, and observed holidays. Employees will not receive any other supplements to pay such as Shift Differential Pay or Emergency Response Pay when receiving snow removal pay. The Department will not pay for Snow Removal Crews to be on call. Employees will be sent home after working 40 hours for the week if not needed for snow removal or other emergency work. Hours worked beyond 40 hours in a week must be approved by the Station Supervisor

for snow removal activities and the District Engineer for other emergency work.

12. **Shift Differential Pay**

The shift differential pay plan for employees is based on the following criteria:

- For non-exempt and Area Supervisor positions only,
- There must be sufficient budget to pay the additional costs associated with a shift differential program.
- Any hours eligible for overtime, emergency response, weekend and holiday snow removal, or other additional payments will not be eligible for shift differential pay.
- Weekday: All hours worked between 8:00 p.m. and 5:00 a.m. will be eligible for shift differential pay, except as noted above.
- Weekend: All hours worked on weekends will be eligible for shift differential pay, except as noted above.
- The rate of additional pay will be \$4.00 per hour.
- Senior Leaders may choose to discontinue the program at any time based on budgetary, organizational, or other reasons.

## **Background**

This policy is in compliance with the Department of Human Resource Management's rules and state law.

Any exceptions to this policy will be made in writing to the Department Executive Director or Deputy Director.

**UTAH DEPARTMENT OF TRANSPORTATION  
MEMORANDUM OF UNDERSTANDING  
Temporary ASI**

This agreement is between the State of Utah, Department of Transportation, and \_\_\_\_\_ (hereinafter "Employee"), EIN: \_\_\_\_\_. The purpose of this agreement is to compensate the Employee for temporarily accepting the duties assigned to the \_\_\_\_\_ position. The Employee will be compensated with a temporary ASI increase of \_\_\_\_ percent, which will increase the hourly rate from \_\_\_\_\_ to \_\_\_\_\_.

This agreement is effective beginning \_\_\_\_\_ and may remain in effect until the supervisor's return, or until the position is filled.

UDOT reserves the right to end this temporary assignment of duties and temporary ASI at any time.

At the conclusion of this assignment, the temporary ASI will be removed and the Employee will be placed at the hourly rate he/she would have attained had the temporary assignment not been accepted.

*By signing below, I understand the terms and conditions of this Memorandum of Understanding.*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Leader

\_\_\_\_\_  
Date

cc: Human Resource File

## UDOT Transfer Agreement

This agreement by and between the Utah Department of Transportation \_\_\_\_\_ (Section/Division/Region) and \_\_\_\_\_, (Employee's Name/EIN) serves to describe the conditions under which the aforementioned employee has volunteered to accept a transfer to a lower level job effective \_\_\_\_\_.  
CURRENT AUTHORIZED JOB TITLE \_\_\_\_\_  
CURRENT SALARY \_\_\_\_\_ CURRENT SALARY RANGE \_\_\_\_\_  
TRANSFERRED TO JOB TITLE \_\_\_\_\_  
SALARY RANGE OF TRANSFERRED POSITION \_\_\_\_\_

\_\_\_\_\_ Transfer (no salary decrease)  
Employee's current wage will not be modified as a result of this transfer. Employee recognizes that, if promoted to a different job, 5% promotional salary increases will occur until the employee applies for and obtains a job which organizationally ranks above the job which employee had prior to this Transfer Agreement.

\_\_\_\_\_ Transfer (with salary decrease)  
A \_\_\_\_ salary decrease will be taken. Employee is eligible for future promotional increases. Employee shall not receive a new salary lower than the minimum or higher than the maximum of the new range.

\_\_\_\_\_ Additional/alternate contract conditions:  
(Requires H.R. approval)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, agree to this transfer.  
(Employee's name)

|                       |       |
|-----------------------|-------|
| Signed _____          | _____ |
| Employee              | Date  |
| Signed _____          | _____ |
| Section/Div/Reg       | Date  |
| Signed _____          | _____ |
| Human Resource Office | Date  |

Recruitment # \_\_\_\_\_

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