

POLICY  
**MEMORANDUM**

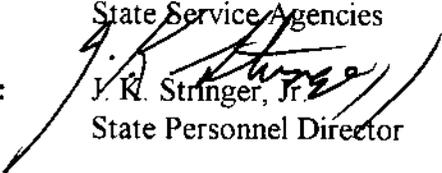
MISSISSIPPI STATE PERSONNEL BOARD



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**Policy Memorandum No. 5 - FY 2000**

**To:** Elected Officials, Agency Directors and Personnel Officers  
State Service Agencies

**FROM:**   
J. K. Stringer, Jr.  
State Personnel Director

**DATE:** June 16, 1999

**SUBJECT: ADMINISTRATIVE POLICIES AND PROCEDURES FOR THE SPECIAL  
COMPENSATION PLAN FOR INFORMATION TECHNOLOGY  
CLASSIFICATIONS FOR FISCAL YEAR 2000**

**A. STATEMENT OF PURPOSE**

It is the intent of the State Personnel Board to establish the Special Compensation Plan for the purpose of attracting, retaining, and developing competent information technology professionals to support the information technology business needs of the State of Mississippi. The Plan shall provide methods for employment, promotion, and reassignment that are responsive to organizational or program needs and that offer flexibility to appointing authorities/governing bodies to negotiate, establish and adjust salaries.

These provisions shall supersede all conflicting policies and procedures for the administration of salaries published in the Mississippi State Personnel Board Policy and Procedures Manual and any additional or replacement manuals, effective beginning of business on Thursday, July 1, 1999, and shall become an official attachment to the Mississippi State Personnel Board Policy and Procedures Manual for Fiscal Year 2000.

The statutory increase or decrease of any salary under the salary setting authority of the State Personnel Board shall comply with the policies below, except where the Legislature may otherwise provide.

**B. COVERAGE OF THESE POLICIES**

These policies shall govern the special compensation plan for classifications within the State of Mississippi Information Technology Career Path Chart and shall supplement the Variable Compensation Plan. This Plan is also open to those state agencies not under the purview of the State Personnel Board which voluntarily operate under limited provisions of the State



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Personnel Board.

## C. **GENERAL POLICY PROVISIONS**

### 1. **Designation Authority**

The State Personnel Board shall have exclusive authority to approve designated Special Compensation Plan positions. The State Personnel Board will appoint, from a list of nominees submitted by the Director of Information Technology Services, an Information Technology Professional Development Committee (ITPDC) to review agency requests for training requirements, promotions, reallocations and position transfers. The ITPDC will provide a recommendation for action to the State Personnel Board. This committee shall act in an advisory capacity to the State Personnel Board and is established pursuant to the statutory authority of the State Personnel Board. The ITPDC shall be established by precept and members are appointed in accordance with the procedures in Attachment I.

Rules for operation of the ITPDC will be published with the Secretary of State's Office as Attachment I to this memorandum.

### 2. **Adding Classifications to the Special Compensation Plan**

Classifications shall be added to the Special Compensation Plan only upon prior approval by the State Personnel Board with recommendation by the ITPDC.

### 3. **Position Movement**

Positions may be placed under the Information Technology Special Compensation through the normal reallocation process. Requests for budgeted and non-budgeted reallocations shall be considered on a case by case basis by the State Personnel Board with recommendation by the ITPDC. All requests for reallocation must be justified and submitted by the requesting agency as outlined in the Mississippi SPB Policy and Procedures Manual and Policy Memorandum No. 2 for approval by the State Personnel Board or the State Personnel Director.



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#### 4. Educational Benchmarks

The State Personnel Director is authorized to certify requests to award Educational Benchmark increases on a case by case basis. To be eligible for an Educational Benchmark salary increase, an employee must complete requirements which exceed the level of minimum qualifications for education or certification listed for the employee's present job class which the employee possessed at the time of appointment into his or her present job class.

##### a. General Policies

- (1) Requests for Educational Benchmark awards are made at the discretion of the agency head and are restricted to one (1) year from the date the incumbent acquired certification, or completed degree requirements.
- (2) No Educational Benchmark shall be awarded for degrees, or certification which the incumbent possessed at the time of hire.
- (3) If the employee being awarded an Educational Benchmark is currently at end salary of his or her classification, or should the benchmark cause an employee's salary to exceed end salary, that portion of the benchmark exceeding end salary shall be paid as a one-time lump-sum payment.
- (4) Any new hire flexibility, recruitment flexibility, or other discretionary compensation awarded for or in anticipation of future educational achievement, or certification shall not result in a subsequent award of an Educational Benchmark for the same achievement.
- (5) Educational Benchmarks shall not be awarded for degrees, or certifications which are required by law for performance of job duties.

Employees included in the Information Technology Special Compensation Plan may be eligible to receive Educational Benchmark increases for the following achievements:



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b. Degrees

Increases up to five percent (5%) **may** be awarded to employees obtaining the following degrees: Associate's, Bachelor's (in no case shall the cumulative award for the achievement of an Associate's Degree and a Bachelor's Degree exceed five percent (5%)), Master's, Specialist, and Doctoral.

c. Basic Supervisory Course and Certified Public Manager (CPM) Program

In addition to benchmarks for educational degree, employees **may** receive an Educational Benchmark for the Basic Supervisory Course and certification in the Certified Public Manager (CPM) program. The following scale indicates the maximum that may be awarded for achievements in these programs:

1% increase = Basic Supervisory Course (BSC)

2% increase = Certificate in Supervisory Management (CSM)

3% increase = Completion of Certified Public Manager (CPM) Program

**Note: An employee who has completed the CSM and/or the CPM will not be eligible for a 1% increase for subsequently completing the BSC. However, employees who complete requirements for BSC and CSM between July 1, 1999 and August 31, 1999 may, at the discretion of the State Personnel Director, be awarded a total of 3% educational benchmark (1% BSC and 2% CSM).**

5. **Designation Policies**

Each appointing authority shall comply with the State Personnel Board policies and administrative procedures which govern the designation of positions and employees for inclusion in the Special Compensation Plan.

6. **Annual Policy Memorandum**

The State Personnel Board shall publish annually a Special Compensation Plan Policy Memorandum which addresses all policies and procedures to govern the Special



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Compensation Plan for that year.

**7. Assignment of Salaries**

The salaries assigned to positions in the Special Compensation Plan shall be fixed in accordance with the provisions of the Special Compensation Plan and the Variable Compensation Plan, unless otherwise provided by law.

Salary Flexibility for in-class movement under the Special Compensation Plan is limited to five percent (5%) of the current salary. In-class movement is limited to one (1) per twenty four (24) months per individual.

Salary increases for in-class movement under the Special Compensation Plan component must be submitted on a case by case basis for approval by the State Personnel Board and must be documented in accordance with ITPDC procedures as set forth in Attachment I. All requests for salary increases shall include a current Performance Appraisal Review (PAR) rating of 2.0 or above in each essential duty/standard statement.

**8. Increased Value Compensation (IVC)**

Salary increases for in-class movement under the Special Compensation Plan may be awarded for achievement of educational objectives, the development of additional critical competencies, or evidence of increasing complexity of work goals as outlined in Attachment II. The Increased Value Compensation (IVC) is intended to reward employees who have attained additional education and competencies which directly add value to their ability to perform the duties and tasks of their positions. It is intended to be awarded individually to employees, similar to an Educational Benchmark, and is not intended to reflect any increase in the value of the classification.

**a. General Policies**

- (1). Requests for Increased Value Compensation awards are made at the discretion of the agency head and are restricted to one (1) per twenty four (24) month measurement period per employee. The



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measurement period begins upon completion of the Competencies/Education Profile by the employee's supervisor. The measurement period ends upon award of an IVC salary increase. Another measurement period begins immediately after the award of an IVC increase.

Employees are eligible for their initial IVC award after a minimum of twelve (12) months evaluation in an IT Special Compensation Plan position, provided that he/she has remained in the same position and has not been promoted during the evaluation period.

The measurement period will start over upon promotion of the employee or upon a lateral or downward transfer to a different agency than the one in which the employee began the measurement period. Any prior education or training accomplished at the prior agency may be transferred to the new measurement period at the new agency. Certification of prior hours must be received from the employee's former supervisor.

- (2). The maximum award for any twenty four (24) month period is five percent (5%) of the employee's current salary. New Hires are eligible for IVC after their first twelve (12) months of continuous employment and then every twenty four (24) months thereafter.
- (3). All IVC awards must be accomplished from within funds available.
- (4). To be eligible for an award of Increased Value Compensation, the employee must have maintained a 2.0 or above rating in each essential duty/standard statement of the individual's Performance Appraisal Rating review during the time period of the award.
- (5). All requests for Increased Value Compensation shall include a Competencies/Education Profile (CEP) (as outlined in Attachment II) signed by the employee's immediate supervisor and authorized by the agency head.



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b. Requirements for Eligibility

- (1). To be eligible for an IVC increase an employee must complete at least one hundred sixty (160) contact hours of education/training from the listing of pre-approved offerings for his/her classification as approved by the State Personnel Director and maintained by the Department of Information Technology. However, employees who receive an IVC award for the initial twelve (12) month period, as discussed in paragraphs a(1) and a(2) above, must complete eighty (80) contact hours of education and training as approved by the State Personnel Director.
- (2). In addition to the education/training hours, an employee must receive a rating of Yes (Y) indicating added value accomplished by the employee for at least three of the competencies identified for that classification, indicating that the employee has fully met the supervisor's expectations relative to those competencies.
- (3). Must have maintained a meets expectations, (2.0) or above, in each essential duty/standard statement of the individual's Performance Appraisal Rating review (PAR) rating during the time period of measurement for IVC eligibility.

c. Approved Education/Training

- (1). A listing of qualified education/training offerings will be maintained by the Department of Information Technology Services (ITS). Approved courses and conferences will be listed for each classification (see Attachment No. 3). Requests for consideration of courses/conferences may be reviewed by the Information Technology Professional Development Committee (ITPDC) and then reviewed by the ITS Executive Director. All requests shall be submitted to the State Personnel Director for approval.



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- (2). Copies of course certificates or other documents specifying completion of education/training hours shall accompany the Competencies/Education Profile (CEP) form. In the case of conferences or general session type meetings where individual documents of completion are not distributed to participants/attendees, the employee's immediate supervisor must certify in letter format the number of hours claimed by the employee. The certification will be approved by the employee's first level reviewer or the agency head.
- (3). Education/training contact hours shall count only for the current measurement period. Hours achieved in excess of one hundred sixty (160) will not be carried over to future periods, nor will they be given additional weight or computation in the current measurement period. Once an IVC award is made, the employee then begins the next measurement period with zero (0) contact hours.
- (4). Only education/training offerings pre-approved by the State Personnel Director and maintained by the Department of Information Technology are eligible for credit towards and IVC award. Requests for credit for courses completed after July 1, 1997 but prior to the September 1, 1999, may be submitted on a case by case basis. However, courses completed after September 1, 1999, must be included in the catalogue of courses which have been pre-approved by the State Personnel Director to be considered for credit toward an IVC award.

d. Critical Competencies

- (1). A complete listing of critical competencies have been identified for each job classification. At the beginning of the measurement period, the employee's supervisor will identify on the Critical Competencies/Education Profile (CEP) form those critical competencies that are to be achieved by the employee. At the end of the measurement period the supervisor will annotate the form with a "Y" to indicate that the employee has successfully achieved the expected improvement of the individual competency, or, will annotate



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with a "N" to indicate that the employee did not achieve the expected level of improvement of that individual competency. An indication of a Y or an N only indicates that the employee did or did not achieve the planned increase in each individual competency. It does not indicate an acceptable or unacceptable level of competency, but merely if the employee achieved the change outlined by the supervisor at the beginning of the measurement period.

- (2). During the measurement period, generally at a six month or one-year interval, the critical competencies indicated by the supervisor at the beginning of the measurement period should be reviewed and discussed with the employee. If the focus of the employee's position has changed since the beginning of the period, the supervisor may at any time prior to the end of one full year of the measurement period close out the previous competency/competencies and indicate a different set of critical competencies to be in effect for the remainder of the measurement period. The close out and resultant change of competency selection must be accompanied by a narrative describing the reason for the change.
- (3). No official feedback document is required for critical competencies. Each supervisor should on a continuing basis review and discuss with the employee, his or her progress, or lack thereof, in relation to each critical competency to be attained during the measurement period. Courses, seminars, books, and other materials may be suggested by the supervisor to assist the employee in accomplishment of the competencies.
- (4). For the purposes of implementation of this policy, the employee may be rated on the change accomplished the critical competencies for the most recent twelve month period.

e. Competencies/Education Profile (CEP) Form

- (1). A CEP form will be filled out by the employee's PAR rating supervisor at the beginning of the measurement period for each



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employee eligible to receive an IVC award as approved by the agency head. After the competencies and education/training goals have been discussed with and agreed to by the employee, the rating supervisor will submit the CEP form to the employee's PAR first level reviewer for approval. Approved CEP forms will be maintained by the employee's supervisor or in the employee's PAR supplemental employee folder.

- (2). During the last fourteen days prior to the end of the first year of the measurement period (or during the PAR review and feedback sessions), the CEP form should be reviewed by the employee's rating supervisor, and the status of the employee's accomplishment of competencies and completion should be discussed with the employee. Any changes to the critical competencies to be accomplished must be made by the end of the first year of the measurement period and initialed by the employee and then approved by the employee's first level reviewer and by the agency head.
- (3). A copy of the CEP form must be maintained in the employee's file for all requests for an Increased Value Compensation salary increase award. These forms are subject to post award review by the ITPDC or by the State Personnel Board.

**D. STATUS**

Inclusion in the Special Compensation Plan shall not be construed to exclude any position or employee from state service where such position or employee is designated as state service, nor shall inclusion be construed to confer permanent status on employees designated as non-state service. Refer to Miss Code Ann. Section 25-9-107 (c)(1972).

**E. CLASSIFICATION AND PAY PLAN**

The ITPDC shall prepare a classification method for analyzing the duties, responsibilities and qualification requirements of positions in the Special Compensation Plan, which is designed to determine the salary range of each position in the plan in comparison with the duties, responsibilities and qualification requirements of other Special Compensation Plan positions.



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1. The State Personnel Board shall classify all positions in the Special Compensation Plan by assigning each position to its appropriate job classification according to the position description and the organizational placement of the position.
2. A pay range shall be assigned by the State Personnel Board to each position in the Special Compensation Plan on the basis of the prevailing wage in the relevant labor market and criteria such as those set forth in the Mississippi State Personnel Board Policies and Procedures Manual. The pay ranges assigned to Special Compensation Plan positions shall be adjusted to maintain competitive market levels.

**F. RECRUITMENT AND APPOINTMENT**

1. Hiring of new employees into information technology positions shall be exempted from the Certificate of Eligibles process established by the State Personnel Board, provided that the applicant meets the minimum qualifications of the classification of the position into which he or she is being appointed.
2. Vacant information technology positions must be reallocated to the appropriate classification within the Special Compensation Plan prior to an initial appointment being made.

**G. SALARY RESTRICTIONS**

1. No new appointee to a Special Compensation Plan position shall be awarded a salary in excess of end salary.
2. Current statutory salary restrictions remain in effect.
3. Salary increases under these policies shall be calculated so as not to result in personal services funding shortfalls, employee reductions-in-force, or the unsupported reallocation of vacant positions.
4. All salary increases must be accomplished from within funds available.



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## H. ROLE DESCRIPTION QUESTIONNAIRE (RDQ)

### a. General Policies

- (1). For all instances where the Job Content Questionnaire is cited in this memorandum, The State Personnel Board Policy and Procedures Manual, other policy memorandum or statements, for Information Technology classifications qualified under the IT Special Compensation Plan a Role Description Questionnaire (RDQ) shall be used in place of the Job Content Questionnaire. Copies of the RDQ and related guidelines may be obtained from the State Personnel Board.
- (2). Requests for all personnel actions for positions allocated to classifications under the IT Special Compensation Plan shall be accompanied by a completed and signed RDQ.

Should you have any questions concerning the policies set forth in this memorandum, please contact the Office of Classification and Compensation at 359-2764.