

Total Compensation Criteria

Topic	Criteria
A. General Compensation Practices	
Total Compensation Survey and Compensation plans	<p>How is the information communicated? Easily available to HR staff? Easily available to employees and managers</p>
New Hires Upward/Downward Movements Lateral Movements	<p>Written policy in place? Are all types of adjustments used by the department addressed in the policy? How and to whom is the policy communicated? Are these adjustments applied consistently?</p>
Save Pay	<p>Applied appropriately (System Maintenance Studies and individual allocations only) Are system checks in place? Reports generated and distributed to the appointing authority prior to action and prior to expiration of 3-year clock?</p>
Multiple Actions	<p>Applied appropriately? Are system checks in place? Reports generated for appointing authority review?</p>
Overtime (Conduct in conjunction with Record Management Criteria - Timekeeping)	<p>Policy for approval, unauthorized use, compensatory time, essential and non-essential employees? Are new employee agreements in place as it relates to compensatory time? How and to whom is policy communicated? Calculated correctly? Coordinate calculation with premium pay? Is training available for supervisors, as well as HR and Payroll staff? How are disputes addressed?</p>
Secondary and Dual Employment	<p>Policy in place? Documentation of approvals and denials?</p>
Incentive Awards	<p>Written plan in place outlining reward program? Plan addresses non-base vs base rewards and PERA vs non-PERA eligible income? Developed with employee input and communicated before use? Applied consistently?</p>
Premium Pay	<p>Policy in place? What is the approval process? How and to whom is policy communicated? Applied consistently?</p>
Discretionary Pay	<p>Policy in place? (Match, Signing, Bonus, Referral, Temporary) In place prior to use? Applied consistently? How and to whom is policy communicated? Signed agreements and end date in system?</p>
Hazardous Duty	<p>Policy in place outlining criteria? How and to whom communicated, was it prior to use? Applied consistently?</p>
B. Leave Management	
Leave approval and usage	<p>Written policy in place? Are all types of leave addressed? How and to whom is policy communicated? Appropriate leave forms in place and requirement of their use? Training programs in place and information available as to employee and employer responsibilities? Disputes?</p>

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Confidentiality and authority	<p>Do departments have confidentiality agreements for those who have access to medical information? Who has custodial responsible for leave management (payroll or HR)? Is this in writing?</p>
Manual vs. electronic leave system CPPS vs. other payroll system	<p>Are checks and balances in place to ensure application of rules and procedures? (e.g., calculations for part-time employees, incorporation of premium pay, STD, and make whole provisions; no leave taken before earned, break in service) Is the payroll process audited internally? If so how often, after turnover in payroll staff?</p>
Voluntary furlough	<p>Policy in place? How and to whom is policy communicated? Documented? Calculated correctly? Applied consistently?</p>
Voluntary reduction in base pay	<p>Are agreements documented? Applied consistently?</p>
FML (Conduct in conjunction with Record Management Criteria - FML)	<p>Policy in place that identifies employee and employer responsibilities? Do employees and supervisors know internal policy? Communication of state policy? Training available for supervisors? Requirements applied consistently for exempt and non-exempt (FLSA designations)? What is the designation and notice process? Applied consistently for state classified and non-state classified employees?</p>
C. Benefit Administration	
State benefit plans (Use Benefit Unit's survey)	<p>How is information about state plans communicated to new employees? Is information communicated when institution may have their own benefit plans? How is it communicated? How is the benefit information distributed for new hires (within 5 days) and for open enrollment periods?</p>
Compliance with terms and conditions of state plans	<p>Communication between state benefit office and department benefit staff. Are departments aware of necessary forms and documents that are available? Are processes in place for departments to notify the State Benefit unit on possible issues of fraud? Changes in eligibility status?</p>
Verification of deductions	<p>Is process in place to notify employee of benefit elections so the employee can verify information? Prior and post open enrollment?</p>
Tax-Deferred, 401k, and 403b plans, PERA match	<p>How is this information communicated to employees?</p>
Premium payments while on various types of leave	<p>How is this information communicated to employees? Notification of cancellation process?</p>
Additional information requested by Benefit Unit	<p>Timely review of input error reports Enrollment form available for all employees? Current beneficiary information (e.g., life insurance)? Does enrollment form information match what is in the system? Training on benefits during orientation? When is coverage effective? When is coverage terminated?</p>