



COLORADO

Division of Human Resources

Department of Personnel
& Administration

1525 Sherman St.
Denver, CO 80203

May 1, 2014

Dear State of Colorado Employees:

Each year at this time, annual adjustments to employee compensation are finalized for implementation in the next fiscal year. Following is information about across the board and merit pay increases, and adjustments to the state's compensation plan. In addition, there is important information about changes in State's method of providing and tracking Family Medical Leave.

FY 2014-15 2.5% ACROSS-THE-BOARD PAY INCREASE

All Executive Branch and State classified employees hired prior to July 1 will receive a pay increase of 2.5%. The increase may be base building, non-base building or a combination of both as Colorado State Statute does not allow for base-building pay increases for employees whose pay is above the their respective range maximum. The following information outlines the details for implementing increases:

1. The range maximum for all pay ranges will be increased by 2.5%.
2. A 2.5% increase will applied to the employee's base pay up to the new revised range maximum.
3. Individuals whose base pay reaches the range maximum without receiving the full 2.5% in base building will receive the difference as a one-time, non-base building payment.
4. Individuals whose base pay is above the range maximum will receive the 2.5% as a one-time, non-base building payment.

FY 2014-2015 MERIT INCREASES

The State provides merit increases to drive results, retain talent and recognize employee performance. Performance pay increases are based on a matrix that is designed to drive performance. Merit pay is subject to annual appropriations and legislative approval of funding.

The following was approved for FY 2014-15:

- All State classified employees are eligible for a merit increases based on their individual performance.
- Merit increases for non-classified employees are optional.
- Merit increases are based on each employee's performance rating and location within their respective pay range.
- To receive a merit increase an employee must have received a Successful or Exceptional rating on their performance evaluation for the period of April 1, 2013 through March 31, 2014. The increase will be prorated for employees who worked less than 12 months during the year.





FY 2014-15 Merit Pay Table

	Range Minimum ↓	Range Midpoint ↓	Range Maximum ↓		
Performance Rating	Quartile 1 0-24.99%	Quartile 2 25-49.99%	Quartile 3 50-74.99%	Quartile 4 75-100%	Above Range Maximum
3 –Exceptional	2.00%	1.80%	1.60%	1.40%	1.20%
2 –Successful	1.00%	0.80%	0.60%	0.40%	0.20%
1 –Needs Improvement	0.00%	0.00%	0.00%	0.00%	0.00%

Base Building
Non-Base Building

CHANGES IN THE COMPENSATION PLAN

The official compensation plan for FY 2014-2015, effective July 1, 2014, has been published. The plan along with the official pay grid is available on the Department of Personnel & Administration (DPA), Division of Human Resources website at <https://www.colorado.gov/pacific/dhr/compensationplans>.

Shift Differential and On-Call Rates:

The compensation plan includes the official designation of eligibility for shift differential and on-call premium pay for each State class as required by Personnel Director's Rules 3-43 and 3-45, respectively. This information is coded in the compensation plan under PAY DIFF and is interpreted as follows:

- 0 No Systemic Pay Differential
- 1 Shift Differential Eligible Only
- 2 On-call Eligible Only
- 3 Shift Differential and On-call Eligible

Departments are required to pay shift differential and on-call premium pay to employees in the classes that are designated as premium eligible, as appropriate (for example, only when an employee is actually working an eligible shift or assigned to be on-call). Department heads may approve shift differential and on-call eligibility for individual positions in classes not published as eligible for premium pay and must maintain records of such decisions.





The following premium pay rates for Shift Differential are effective July 1, 2014.

Group	Shift	Week Day	Weekend/Holiday
Non-Health Care Services Classes (class codes not beginning with "C")	1st	N/A	N/A
	2nd	7.5%	7.5%
	3rd	10%	10%
Health Care Services Classes (class codes beginning with "C")	1st	N/A	7.5%
	2nd	7.5%	14%
	3rd	14%	20%

The following premium pay rates for On-Call pay are effective July 1, 2014.

General Employees	\$2.00 per hour
Mid Level Provider class (positions at correctional facilities only)	\$722.80 per week

Overtime Hourly Rate & Minimum Wage:

The hourly rate for overtime compensation must be calculated on a case-by-case basis. The overtime hourly rate is one and one-half times the employee's regular hourly base pay rate (based on 2,080 hours), plus any shift differential and on-call premium compensation received.

Departments are required to designate overtime eligibility for all of their positions individually and enter such designation into payroll/personnel records. The compensation plan reflects the Colorado minimum wage of \$8.00 per hour. This rate applies to all State employees including temporary and part-time.

Hazardous Duty Premium:

The hourly rate for hazardous duty pay is \$1.00. Hazardous duty pay is a non-base building pay premium added to employees' salaries who may be working in occupations where exposure to physical hazards is not a customary part or expectation of the occupation and its preparation for entry. Refer to Personnel Director's Rule 3-50 for additional information.





Statutory Lids:

C.R.S. §24-50-104(5)(b) requires the greater of the percentage change in the Employment Cost Index (ECI) for the preceding calendar year or the percentage change in the State's general fund appropriation in relation to the preceding fiscal year to calculate salary lid values. The general fund appropriation was used to adjust the salary lid values for FY 2014-15.

GENERAL LID	MEDICAL LID	SES LID
\$12,122	\$21,530	\$15,152

Employees who have additional questions on the across-the-board or merit increases should consult their department or agency HR director for more information.

If you have questions about compensation, please contact your Human Resources Office, or Roberta Monaco, the Statewide Compensation Manager at roberta.monaco@state.co.us.

FAMILY MEDICAL LEAVE (FMLA)

The FMLA entitles eligible employees who work for covered employers to take unpaid, job-protected leave in a defined 12-month period for specified family and medical reasons. The FMLA requires that employers select one of four approved methods to establish the 12-month tracking period to be uniformly applied to all employees taking FMLA leave.

Currently the State of Colorado provides eligible employees with 13 weeks (520 hours) of FMLA leave per year based on a fixed calendar method that runs from July 1 – June 30, consistent with the state's fiscal year.

Effective July 1, 2014, FMLA leave will be allotted based on a “rolling” 12-month period measured backward from the date an employee begins using FMLA leave. This change will help create equity among employees and will provide for a more efficient tracking process. All FMLA eligible employees will begin with their full FMLA entitlement of 520 hours on July 1, 2014. We will spend a year tracking the FMLA leave. Beginning July 2015, FMLA leave entitlements will take into consideration FMLA leave taken during the previous 12-month period.

If you have questions please contact your Human Resources Office or contact Cindy Kong, the Statewide FMLA Coordinator at 303-866-4231 or via email cindy.kong@state.co.us

