



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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TO: Agency Budget Officers

FROM: Karen Durant, Senior Compensation and Policy Analyst, Labor Relations Office
Pam Davidson, Senior Budget Assistant to the Governor

SUBJECT: UPDATE OF AGENCY COMPENSATION DATA FOR 2015-17 CALCULATIONS FOR COLLECTIVE BARGAINING AND BUDGET DEVELOPMENT

With the start of a new biennium, the Labor Relations Division and Budget Division of the Office of Financial Management (OFM) are gearing up to collect the compensation data for use in the 2015-17 collective bargaining process that commences February 2014 and in budget development later that year. From now through January 2014, agencies must update their SPS (general government agencies) and CIM-AI (higher education) data for submittal to OFM. This data will be used for preliminary calculations; you will also have an opportunity during May 2014 to adjust your data for changes made in the 2014 supplemental budget.

Two additional points regarding process:

- Institutions of higher education will receive instructions for CIM-AI separate from this memo.
- Files for the collection of data on agency assignment pay will be sent in separate emails to each agency.

Department of Transportation (DOT) Marine Division

Given the unique nature of DOT's Marine Division, in addition to the SPS instructions above and the Data Preparation reminders below, the agency will:

- Identify relief positions by bargaining unit to accommodate the 17.5% or 20% premium
- Ensure work period percent for part-time and/or hourly employees is recorded correctly by job class and bargaining unit;
- Remove all vacancies for non-base pay types (for example: overtime, penalty pay, travel, travel time, call backs, etc.); and
- Include the additional four (4) hours of overtime eligible for MEBA Licensed and Unlicensed in the base salary.

Reminders regarding data preparation:

- **Please remember that the operating budget FTEs and salaries should be the best approximation to your 2015-17 projected operating budget Maintenance Level as you can make at this time.** In the past, we have seen some agencies that appear to be much higher or lower than we would expect. It is very important that you run a projection and related reports to ensure that your position file reflects expected FTE and salary levels before you submit data to OFM;
- Update the next increase date (PID) **in HRMS** for anyone not at their top step *at least one pay period prior to getting a new file for CIM*;

- In SPS, do not create multiple positions in an effort to mimic step increases by ending one position and creating a second position at the higher step. Doing so causes issues when the data is loaded from SPS to CIM (each record is counted as a different position, resulting in doubling or tripling of your staffing data). Step increases are handled automatically in both systems for classified staff. For exempt staff, just use the average biennial salary for each person. Any duplicative records will have to be deleted from the data.
- Do not include extra positions to cover funding increases for overtime pay, as this distorts the agency's base pay.
- In SPS, do NOT "merge in any old files" without express permission from OFM. Doing so causes data errors in our model, because some old files don't contain all of the data we need
- Double-check your **bargaining unit coding** to ensure that all represented staff are coded appropriately to bargaining units, or to non-represented codes (both classified and exempt);
- Check to make sure you have **retirement system codes for all employees**. For employees who are not members of a retirement system, use the code NE;
- In the past, we have sometimes found that the number of health insurance flags far exceeds the number of employees eligible for health insurance in the Health Care Authority's records. Please check that your health insurance flags are set only for those employees eligible for health insurance, and that those not eligible are not checked
- For agencies that have work units that require 24/7 coverage (primarily institutions such as prisons and hospitals), ensure that only the 24/7 positions in those areas have the backfill flag checked;
- Update the Work County Code to ensure it is accurate for each employee.
- Ensure that hourly employees have an accurate work period percent to reflect an annual average percentage for time they are paid.
- Correct fund source designation, if necessary. Agencies must not use Account 03K Industrial Insurance Premium Refund Account or 290 Savings Incentive Account as a funding source for these compensation data.
- In SPS, check to make sure you have an appropriation index for all employees. SPS uses the appropriation index to identify the account and expenditure authority type for each employee on the release to CIM.

Friday, January 31, 2014 is the deadline for data completion. SPS users should release data to OFM by that date. CIM-AI users should let us know when your data is ready to be loaded (**no later than January 31, 2014**). This data will immediately be used to calculate health insurance cost options for bargaining, and later, for salaries and pensions.

For questions regarding SPS, or to sign up as an SPS user, please contact the Department of Enterprise Services (DES) Solutions Center at (360) 407-9100 or solutionscenter@des.wa.gov.

Link to the system tutorial: <http://bass.ofm.wa.gov/BASSPR/library/SPSTutorial.pdf>

For questions regarding CIM-AI, or to sign up as a CIM-AI user, please contact the DES Solutions Center at (360) 407-9100 or solutionscenter@des.wa.gov. When instructions are complete, you can find them at: <https://cimai.ofm.wa.gov/helpFiles/help.htm#comp>

For questions regarding collective bargaining, contact Karen Durant at (360) 725-5153; email: Karen.Durant@ofm.wa.gov. For questions regarding budgeting, contact Pam Davidson at (360) 902-0550; email: Pam.Davidson@ofm.wa.gov.

We very much appreciate your attention and effort towards providing the best possible data, in order to ensure we get the most accurate funding in your budget.