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| **Standard Work Instruction** |
| Process Name: Group C Assignment Pay Agency Requesting AuthorityOperator: Agency/Institution Classification/Compensation SpecialistOperation Name: Formulating/Submitting Request to State Human Resources (SHR) |
| **Task** | **Key Points** | **Visual References** |
| 1.(120 min) | Appointing Authority requests additional pay | Works with agency assigned HR Manager/Consultant to determine if a recruitment and/or retention problem exists that could be resolved with additional dollars. |  |
| 2.(120 min) | Agency/Institution Class/Comp Specialist | * Opens and reviews Assignment Pay webpage for reference materials at: <http://www.hr.wa.gov/CompClass/Compensation/Pages/AssignmentPay.aspx>
* Briefs and consults with SHR Classification and Compensation Team on possibility of submitting a request
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| 3.(120 min) | Agency/Institution Class/Comp Specialist | Gathers/requests recruitment/retention data for last two years. Determines if class(s) are used in other agencies/institutions and impact (if any)* Reviews assignment pay information on SHR’s website
* If not available internally, requests retention data from SHR via strategichr@ofm.wa.gov .
* Analyzes recruitment and retention data

[Reference: Employer (DSHS) Group C Assignment Pay Guidelines](http://www.hr.wa.gov/SiteCollectionDocuments/CompensationAndJobClasses/Comp%20Plan%20Components/DSHSGuidelineforGroupCAssignPay_MR.docx)   |  |
| 4.(120 min) | Agency/Institution Class/Comp Specialist | Works with the Appointing Authority on developing a written description of the problem they are experiencing with the class/series, the adverse effects, and what actions have been taken to resolve the problem(s). Explains how a pay increase will help resolve problem(s). |  |
| 5.(60 min) | Agency/Institution Class/Comp Specialist | Finalizes then forwards the request with their completed section (approved by the Director/Secretary) to SHR’s Classification and Compensation Team, and addresses any questions they may have. |  |
| 6.(60 min) | Agency/Institution Class/Comp Specialist | Once SHRD sends the [Fiscal Impact Statement (FIS)](http://www.ofm.wa.gov/budget/fis/default.asp), coordinates finalization with program and budget then submits to OFM Budget with copy to SHR. |  |