

The PAR Process

Effective December 1, 2011

Why Change From the Annual PAR Process?

- Review requested by Employee Associations
- Immediate compensation for new duties
- Elimination of performing the job, while waiting to be compensated for it until the following year

What's the same?

- Supervisor assigns the employee duties that change the job 50% or more. The job has changed substantially and should be considered for a PAR.
- The employee(s) and their supervisor meet to discuss how the position has changed.
- The PAR request will move along the supervisory levels through the highest administrator for input and recommendations.
- Once submitted, only the person who originated the request can withdraw it in consultation with HR Compensation.

What else is the same?

- The change must be a permanent change to the job duties.
- There is an employee appeal process available to employees whose PARs are not approved.
- Should HR and the EVP level supervisor not agree on a PAR recommendation, the PLT will make a final decision.
- The PAR is focused on the position not the person. It is not a promotion or reward system.

What is different?

- Effective December 1, 2011 a PAR may be submitted any time during the fiscal year.
- A PAR is used to change the Pay Grade or the combination of Pay Grade and Title because the job duties have changed.
- A PAR will not be used for a title change only. The Position Change and Budget Approval form will now be used to change a title of a filled position.

What else is different?

- When an employee submits a PAR, HR Compensation will notify the supervisor.
- When a supervisor submits a PAR, HR Compensation will notify the employee(s) named in the PAR.
- Only a supervisor may submit a PAR for multiple incumbent positions.

What else is different?

- Retroactive pay will be calculated to the effective date of the job change for approved PAR requests.
- A PAR may be submitted for analysis and review only once a fiscal year for any position.
- PARs not approved and submitted in sequential years must show significant change in job duties.

What's the process?

- Employee(s) and supervisor meet to discuss how the position has changed.
- Employee or Supervisor submits PAR to HR Compensation.
- HR Compensation notifies the Supervisor or Employee of the PAR. HR Compensation sends the PAR to the immediate supervisor (if submitted by employee). HR Compensation sends the PAR to the next level supervisor (if submitted by immediate supervisor). Each recommendation is returned to HR Compensation with comments, concluding at the VP/EVP level.

Process (continued)

- HR Compensation reviews PAR, market, internal equity, internal market linkages, then makes recommendation to the VP/EVP.
- If HR and VP/EVP do not agree, the PAR goes to the PLT for a final decision.
- If HR and VP/EVP agree to approve the PAR, the PAR is processed.
- If HR and VP/EVP agree that the PAR is denied, the employee has the opportunity to appeal the decision in a meeting with the VP/EVP, appropriate supervisors, and HR.
- HR notifies all parties of the outcomes.

Timeline for January Pay

- December 1 PAR process opens
- December 9 PAR submissions/HR
- December 12-20 HR Compensation processes/tracks
- January 2-5 VP/EVP and HR approval meetings
- January 6 HR deadline for January pay
- January 6-31 Appeal Process, if needed (if approved, processed in February)

Communication Timeline

- November 22 Present to PLT
- November 28 Present to Employee Associations
- November 29 Send emails to all employees and supervisors
- December 1 Website is open for submissions by employees or supervisors

Any Questions or Concerns?

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