

# Attachment III

## Proposed Implementation Schedule

	FY 2009 *	FY 2010	FY 2011	FY 2012	FY 2013
<b>Group 1</b> 7,758 emp. 152 classes	<b>Preparation &amp; Market Adjustments</b>	<b>Dry Run &amp; Market Adjustments</b>	<b>Implement &amp; Market Adjustments</b>	<b>Maintain</b>	<b>Maintain</b>
<b>Group 2</b> 6,833 emp. 256 classes	Market Adjustments	<b>Preparation &amp; Market Adjustments</b>	<b>Dry Run &amp; Market Adjustments</b>	<b>Implement &amp; Market Adjustment</b>	<b>Maintain</b>
<b>Group 3</b> 7,395 emp. 145 classes	Market Adjustments	Market Adjustments	<b>Preparation &amp; Market Adjustments</b>	<b>Dry Run &amp; Market Adjustment</b>	<b>Implement &amp; Market Adjustment</b>

\* FY 2009 will also involve the development and presentation of significant educational activities to inform employees, supervisors and managers of the new employee compensation system and address their questions.

### Market Adjustments

Recommendations for market adjustments for jobs within any Group will be part of each year's activities. Market alignment among classes varies substantially at this time. It may take several years of providing adjustments to bring some occupations to market while others may be achieved over a much shorter time period. Employees in some classes which are in Group 2 or 3 may receive market adjustments prior to the first year of their 3-year study cycle. It is our intent to bring each class up to market, or as close to market as possible, by the time the class moves to full implementation on the new plan. Once the classes are implemented, annual market studies will be conducted to identify any need for adjustment in order to maintain market alignment.

### First Year Activities

The first year of the 3-year cycle will involve preparation. The preparation will include the review and modification of current job classes; reallocation of positions to the proper job class; development of performance criteria; training on new performance standards and evaluations; and additional education for employees and supervisors. Employees will be compensated under the current system during the first year of the 3-year study for their Group.

### Second Year Activities

The second year of the 3-year cycle will involve a "dry run." Employees will be evaluated under the revised performance standards and agencies will provide the Division

of Personnel Service with a report detailing the performance evaluation experience; how the agency would have allocated their annual classified employee salary budget; the results of such actions, and proposed changes they believe are needed. Agencies will identify any need for training or changes in the performance review system and make such modifications. Employees will continue to be paid under the new employee compensation system.

### Third Year Activities

The third year of the 3-year cycle will involve full implementation for that Group. Employee compensation will be provided on the basis of the new employee compensation system. Jobs within this Group should be aligned with the relevant labor market. State agencies will work with the Division of Personnel Services to identify further modification and actions.

### Beyond the Third Year

After jobs are implemented into the new employee compensation system, annual market studies will be conducted to identify any need for adjustments to ensure market alignment. The employee compensation system and the administration of the new system will also be reviewed and evaluated to identify any needs for change.