

Report to the Governor

State Employee Compensation & Benefits



FY 2013
Change in
Employee
Compensation & Benefits
Report

Division of Human Resources
Department of Administration

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INTRODUCTION

The Change in Employee Compensation (CEC) report is an annual report on the state of employee compensation prepared by the Division of Human Resources. The report also includes information from the Department of Administration on employee benefits. This year's CEC report is concise with more detailed information supplied in the appendices and a glossary.

The State of Idaho is entrusted by its citizens to attract and hire employees who have the knowledge, skills, and abilities to promote responsible government. To retain these employees requires Idaho to maintain a competitive compensation package.

Both the Executive and Legislative Branches of government value State employees and recognize the need to fund an appropriate level of compensation on an annual basis. The Governor has shown support for increasing State employees' salaries to ensure that salary compensation and employee benefits more closely align with those of our private sector and other public sector competitors.

As a context for the FY 2013 recommendations, economic conditions have been considered in addressing compensation and benefits for Idaho State employees.

WORKFORCE DATA

Total Number of Employees:

The number of classified employees as of October 2011 is 12,604, a decrease of 93 employees compared to the number of classified employees in October 2010. The number of non-classified employees (excluding higher education and temporary staff) as of October 2011 is 2,114, a decrease of 46 employees compared to the number of non-classified employees in October 2010 (See Appendix A).

Compa-ratio:

Compa-ratio helps decision makers assess how employees are paid in relation to the policy pay rate. In October 2011, the classified statewide compa-ratio was 82.8% and the average classified hourly pay rate was \$18.98. Both of these figures are lower than the October 2010 numbers with a statewide classified compa-ratio of 83.4% and an average classified hourly rate of \$19.08 (See Appendix B). The current salary structure has not changed since 2009, therefore the compa-ratio figures are based on the 2009 salary survey comparisons with the external labor market.

Turnover Rate:

The FY 2011 total turnover rate is 12.1%, which includes all separations, compared to FY 2010 total turnover rate of 12.8% (See Appendix C). The average length of service for total turnover is 9.8 years.

The FY 2011 voluntary turnover rate is 4.7%, compared to FY 2010 voluntary turnover rate of 4.8% (See Appendix D). The average length of service for voluntary turnover is 5 years.

SALARY AND BENEFIT RECOMMENDATIONS

As directed by Idaho Code 67-5309C, this report is required to include funding recommendations for the following: Salary Structure Adjustments, Specific Occupational Inequity (Payline Exceptions), Merit Increases, and the Employee Benefit Package.

The recommendations are:

- Maintain the current salary structure (See Appendix E). As a result of a pay practices survey of 9 states completed for FY 2012, Arizona, Colorado, Montana, New Mexico, Utah, and Wyoming did not adjust their salary structures, while Oregon and Washington did adjust their salary structures. Nevada did not respond to the survey.
- Maintain the current employee benefit package (See Appendix F).
- Continue the job classifications that are currently on payline exception to address specific recruitment or retention issues (See Appendix G).
- Provide funding for a merit based 3% increase in each agency personnel budget, for a total investment of approximately \$15 million to the General Fund and \$17.9 million to all other funds combined. The proposed 3% increase is an opportunity to acknowledge the contributions of our valued employees. The FY 2013 revenue projections show a slow but steady recovery. With these economic conditions, this also provides a balanced and sustainable methodology for employee compensation. The following further supports this recommendation:
 - 2011 salary surveys indicate State employees' salaries are on average 18.6% below the external labor market.
 - The last CEC was appropriated in FY 2009.
 - The proposed 3% increase is intended to retain and move high performing employees closer to policy pay rate.

Appendix A

AGENCIES WITH ONE OR MORE CLASSIFIED EMPLOYEES

<ul style="list-style-type: none"> • Accountancy Board • Administration, Dept of • Agriculture, Dept of • Boise State University • Brand Inspector • Building Safety, Division of • Central Health District IV • Comm -Blind and Visually Impaired • Commerce, Dept of • Commission for Libraries • Commission on Aging • Correction, Dept of • Dentistry Board • Eastern Idaho Health District VII • Eastern Idaho Technical College • Education Board • Endowment Fund Investment Board • Environmental Quality, Department of • Finance, Department of • Financial Management, Division of • Fish and Game, Department of • Health and Welfare, Dept of 	<ul style="list-style-type: none"> • Hispanic Commission • Historical Society • Human Resources, Division of • Idaho State University • Independent Living Council • Industrial Commission • Insurance, Dept of • Juvenile Corrections, Dept of • Labor, Dept of • Lands, Dept of • Lava Hot Springs Foundation • Lewis - Clark State College • Liquor Division • Lottery • Medicine Board • North Central Health District II • Nursing Board • Occupational Licenses • Office of Energy Resources • Outfitters and Guides Licensing Board • Panhandle Health District I • Pardons and Parole Commission 	<ul style="list-style-type: none"> • Parks and Recreation, Dept of • PERSI • Pharmacy Board • Prof Engineers and Land Surveyors Board • Professional -Technical Education • Public Television • Public Utilities Commission • Racing Commission • Real Estate Commission • Soil and Water Conservation • South Central Health District V • Southeast Health District VI • Southwest Health District III • State Police • Tax Appeals Board • Tax Commission • Transportation, Dept of • Veterans Services, Division of • Veterinary Medicine Board • Vocational Rehabilitation, Division of • Water Resources, Dept of
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AGENCIES WITH ONLY NON-CLASSIFIED EMPLOYEES

<ul style="list-style-type: none"> • Arts, Commission on the • Attorney General, Office of the • Code Commission • Controller, Office of the State • Correctional Industries • Drug Policy, Office of • Governor, Office of the 	<ul style="list-style-type: none"> • House of Representatives • Judicial Branch • Legislative Services Office • Lieutenant. Governor, Office of • Military Division • Secretary of State, Office of • Senate 	<ul style="list-style-type: none"> • Species Conservation, Office of • State Appellate Public Defender • State Insurance Fund • Supt of Public Instruction • Treasurer, Office of the State • University of Idaho • Women's Commission
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Total Number of State Agencies = 86 (Classified 65; Non-Classified 21)

Appendix B

Classified Employees' Compa-ratio by Agency - 10/31/2011

Note: sorted alphabetically by Agency

Agency Name	Compa-Ratio 10/22/2010	Compa-Ratio 10/31/2011	Average Pay Rate	Average Policy Rate	Number of Classified Employees	Average Years of Service
Accountancy Bd	88.9%	93.2%	\$18.02	\$19.33	2	22.2
Administration	87.9%	87.1%	\$19.58	\$22.49	122	11.9
Agriculture	80.1%	79.6%	\$21.29	\$26.75	162	12.6
Boise State University	79.9%	79.3%	\$13.43	\$16.94	570	10.3
Brand Inspector	83.3%	83.1%	\$16.00	\$19.24	28	14.3
Building Safety	89.3%	89.0%	\$21.00	\$23.61	95	10.7
Central Health District IV	88.3%	89.8%	\$19.43	\$21.65	108	9.4
Comm-Blind & Visually Impaired	83.9%	84.5%	\$19.02	\$22.50	38	11.8
Commerce	80.0%	78.5%	\$19.87	\$25.33	44	8.7
Commission For Libraries	80.3%	80.8%	\$18.26	\$22.59	35	11.7
Commission on Aging	86.5%	88.3%	\$23.70	\$26.85	9	9.4
Correction	77.0%	76.4%	\$17.27	\$22.60	1499	8.2
Dentistry Bd		99.7%	\$14.33	\$14.37	1	0.9
Eastern Idaho Health District VII	84.2%	84.3%	\$18.98	\$22.51	81	10.8
Eastern Idaho Tech College	87.3%	85.9%	\$14.36	\$16.70	39	9.1
Education Bd	74.9%	76.3%	\$14.75	\$19.33	2	2.1
Endowment Fnd Investment Bd	102.3%	102.3%	\$23.99	\$23.44	2	25.7
Environmental Quality	80.4%	80.0%	\$24.21	\$30.27	317	12.5
Finance	86.1%	85.7%	\$24.34	\$28.41	57	10.2
Financial Management	111.9%	114.2%	\$27.24	\$23.85	2	28.8
Fish & Game	83.9%	83.6%	\$22.01	\$26.32	541	14.3
Health & Welfare	83.0%	82.6%	\$20.37	\$24.67	2647	10.3
Hispanic Commission	78.5%	78.5%	\$15.17	\$19.33	1	11.1
Historical Society	83.4%	83.4%	\$19.22	\$23.05	38	12.3
Human Resources	82.4%	80.0%	\$23.56	\$29.46	9	13.6
Idaho State University	79.3%	78.4%	\$13.16	\$16.79	612	9.8
Independent Living Council	77.7%	88.5%	\$18.71	\$21.14	3	6.0
Industrial Comm	81.6%	80.9%	\$15.00	\$18.53	77	10.1
Insurance	81.7%	81.6%	\$18.98	\$23.28	56	9.7
Juvenile Corrections	80.8%	79.8%	\$17.19	\$21.54	383	9.0
Labor	83.5%	83.0%	\$20.47	\$24.66	626	12.0
Lands	81.9%	81.5%	\$22.07	\$27.07	237	13.7
Lava Hot Springs	89.0%	87.8%	\$12.64	\$14.39	12	7.2
Lewis-Clark State College	81.3%	80.3%	\$12.96	\$16.14	132	9.6
Liquor Division	86.4%	85.5%	\$14.28	\$16.71	192	9.0
Lottery	87.9%	88.6%	\$14.26	\$16.10	11	9.2
Medicine Bd	82.1%	81.2%	\$13.83	\$17.03	7	13.5
North Central Health District II	84.8%	85.0%	\$19.02	\$22.37	42	9.8
Nursing Bd	91.7%	95.8%	\$15.18	\$15.85	5	18.1
Occupational Licenses	80.9%	80.3%	\$16.00	\$19.92	32	10.4
Office of Energy Resources	97.1%	105.3%	\$17.41	\$16.54	1	30.3
Outfitters & Guides	84.0%	84.0%	\$13.11	\$15.61	4	8.1
Panhandle Health District I	83.8%	83.6%	\$19.13	\$22.89	106	10.2
Pardons & Parole Comm	73.8%	73.4%	\$17.63	\$24.01	28	10.1
Parks & Recreation	78.4%	77.9%	\$18.39	\$23.60	136	13.1
PERSI	82.3%	82.0%	\$18.04	\$22.00	55	12.1

Appendix B - Continued

Classified Employees' Compa-ratio by Agency - 10/31/2011

Note: sorted alphabetically by Agency

Agency Name	Compa-Ratio 10/22/2010	Compa-Ratio 10/31/2011	Average Pay Rate	Average Policy Rate	Number of Classified Employees	Average Years of Service
Pharmacy Bd	86.9%	86.9%	\$17.74	\$20.41	9	10.5
Prof Eng & Land Surv Bd	95.8%	95.8%	\$17.19	\$17.94	2	11.2
Prof-Tech Education	92.4%	92.2%	\$15.02	\$16.29	14	12.1
Public Television	83.7%	82.5%	\$18.76	\$22.73	48	13.4
Public Utilities Comm	85.8%	84.9%	\$22.75	\$26.81	36	13.9
Racing Comm	102.1%	102.1%	\$22.25	\$21.79	1	20.5
Real Estate Comm	79.2%	78.8%	\$17.52	\$22.24	12	6.8
Soil & Water Conservation	85.0%	80.3%	\$20.96	\$26.09	13	8.3
South Central Health District V	84.7%	86.0%	\$18.31	\$21.29	71	9.8
Southeast Health District VI	86.1%	88.5%	\$19.03	\$21.50	79	10.7
Southwest Health District III	89.0%	93.0%	\$18.80	\$20.22	86	8.8
State Police	101.9%	100.2%	\$24.97	\$24.90	463	12.1
Tax Appeals Bd	79.5%	79.5%	\$24.02	\$30.21	3	11.9
Tax Comm	81.1%	79.6%	\$19.23	\$24.16	398	11.3
Transportation	87.3%	86.5%	\$19.43	\$22.47	1689	14.2
Veterans Services	83.9%	83.4%	\$15.32	\$18.37	279	7.4
Veterinary Med Bd	71.4%	71.4%	\$13.80	\$19.33	1	14.8
Vocational Rehab	76.8%	76.4%	\$14.75	\$19.31	54	9.6
Water Resources	83.7%	83.5%	\$23.27	\$27.87	140	13.0
Totals	83.4%	82.8%	\$18.98	\$22.92	12604	11.0

Appendix C

Total Turnover of Classified Employees by Agency - FY2011

Includes **all** separations - voluntary, involuntary, layoff, retirement, transfer to other agency

Note: sorted alphabetically by Agency

Agency Name	Average Number of Classified Employees FY 2011	FY 2011 Separations	Turnover Rate FY 2011	Turnover Rate FY 2010
Accountancy Bd	3.0	0	0.0%	0.0%
Administration	121.5	21	17.3%	7.1%
Agriculture	159.0	16	10.1%	21.4%
Boise State University	583.0	67	11.5%	10.5%
Brand Inspector	28.0	5	17.9%	3.4%
Building Safety	109.0	15	13.8%	14.9%
Central Health District IV	109.5	11	10.0%	18.5%
Comm-Blind & Visually Impaired	39.0	5	12.8%	7.5%
Commerce	41.5	6	14.5%	16.5%
Commission For Libraries	37.0	4	10.8%	13.0%
Commission on Aging	8.5	5	58.8%	28.6%
Correction	1,487.5	245	16.5%	15.1%
Dentistry Bd	1.0	0	0.0%	0.0%
Eastern Idaho Health District VII	82.0	8	9.8%	12.9%
Eastern Idaho Tech College	38.0	4	10.5%	8.3%
Education Bd	2.0	1	50.0%	66.7%
Endowment Fnd Investment Bd	2.0	0	0.0%	0.0%
Environmental Quality	325.5	26	8.0%	8.9%
Finance	50.5	5	9.9%	8.0%
Financial Management	3.0	1	33.3%	0.0%
Fish & Game	520.5	29	5.6%	5.0%
Health & Welfare	2,682.0	367	13.7%	18.1%
Hispanic Commission	1.0	0	0.0%	0.0%
Historical Society	43.0	5	11.6%	11.5%
Human Resources	9.0	3	33.3%	19.0%
Idaho State University	609.5	84	13.8%	12.7%
Independent Living Council	4.0	4	100.0%	0.0%
Industrial Comm	74.5	12	16.1%	17.1%
Insurance	58.0	11	19.0%	16.7%
Juvenile Corrections	378.5	59	15.6%	16.4%
Labor	650.5	52	8.0%	7.3%
Lands	231.5	18	7.8%	11.5%
Lava Hot Springs	12.0	2	16.7%	19.0%
Lewis-Clark State College	130.0	12	9.2%	9.4%
Liquor Division	191.5	20	10.4%	10.7%
Lottery	11.0	1	9.1%	0.0%
Medicine Bd	8.0	1	12.5%	0.0%
North Central Health District II	41.5	6	14.5%	18.4%
Nursing Bd	5.5	0	0.0%	18.2%
Occupational Licenses	31.0	2	6.5%	6.5%
Office of Energy Resources	3.0	3	100.0%	18.2%
Outfitters & Guides	4.0	0	0.0%	0.0%
Panhandle Health District I	107.5	14	13.0%	14.8%
Pardons & Parole Comm	27.0	5	18.5%	0.0%
Parks & Recreation	133.0	11	8.3%	20.4%
PERSI	55.5	9	16.2%	8.8%

Appendix C - Continued

Total Turnover of Classified Employees by Agency - FY2011

Includes **all** separations - voluntary, involuntary, layoff, retirement, transfer to other agency

Note: sorted alphabetically by Agency

Agency Name	Average Number of Classified Employees FY 2011	FY 2011 Separations	Turnover Rate FY 2011	Turnover Rate FY 2010
Pharmacy Bd	9.0	0	0.0%	10.5%
Prof Eng & Land Surv Bd	2.0	0	0.0%	0.0%
Prof-Tech Education	15.0	1	6.7%	12.5%
Public Television	47.0	5	10.6%	6.2%
Public Utilities Comm	35.0	4	11.4%	11.1%
Racing Comm	1.0	0	0.0%	66.7%
Real Estate Comm	12.5	4	32.0%	7.1%
Soil & Water Conservation	12.5	4	32.0%	14.3%
South Central Health District V	74.5	9	12.1%	14.7%
Southeast Health District VI	81.5	7	8.6%	11.6%
Southwest Health District III	87.5	14	16.0%	13.2%
State Police	463.0	35	7.6%	7.2%
Tax Appeals Bd	3.0	0	0.0%	28.6%
Tax Comm	373.5	35	9.4%	11.2%
Transportation	1,712.5	162	9.5%	7.4%
Veterans Services	266.5	52	19.5%	19.3%
Veterinary Med Bd	1.0	0	0.0%	0.0%
Vocational Rehab	55.0	7	12.7%	13.4%
Water Resources	142.5	13	9.1%	8.8%
Totals	12,647.5	1,527	12.1%	12.8%

Appendix D

Voluntary Turnover of Classified Employees by Agency - FY 2011

Includes **voluntary separations**: Better Job, Compensation, Dissatisfied, Other, Personal, Transfer to Other Agency

Note: **excludes** entrance probation separations

Agency Name	Average Number of Classified Employees FY 2011	FY 2011 Voluntary Separations	Turnover Rate FY 2011	Turnover Rate FY 2010
Accountancy Bd	3.0	0	0.0%	0.0%
Administration	121.5	2	1.6%	3.2%
Agriculture	159.0	8	5.0%	11.6%
Boise State University	583.0	29	5.0%	4.4%
Brand Inspector	28.0	4	14.3%	0.0%
Building Safety	109.0	5	4.6%	5.8%
Central Health District IV	109.5	3	2.7%	6.2%
Comm-Blind & Visually Impaired	39.0	0	0.0%	5.0%
Commerce	41.5	3	7.2%	2.4%
Commission For Libraries	37.0	2	5.4%	7.8%
Commission on Aging	8.5	3	35.3%	19.0%
Correction	1,487.5	80	5.4%	6.4%
Dentistry Bd	1.0	0	0.0%	0.0%
Eastern Idaho Health District VII	82.0	3	3.7%	5.8%
Eastern Idaho Tech College	38.0	1	2.6%	2.8%
Education Bd	2.0	1	50.0%	33.3%
Endowment Fnd Investment Bd	2.0	0	0.0%	0.0%
Environmental Quality	325.5	13	4.0%	3.3%
Finance	50.5	3	5.9%	4.0%
Financial Management	3.0	0	0.0%	0.0%
Fish & Game	520.5	16	3.1%	2.0%
Health & Welfare	2,682.0	158	5.9%	5.8%
Hispanic Commission	1.0	0	0.0%	0.0%
Historical Society	43.0	2	4.7%	4.6%
Human Resources	9.0	1	11.1%	19.0%
Idaho State University	609.5	40	6.6%	7.1%
Independent Living Council	4.0	3	75.0%	0.0%
Industrial Comm	74.5	5	6.7%	11.8%
Insurance	58.0	6	10.3%	6.7%
Juvenile Corrections	378.5	31	8.2%	6.8%
Labor	650.5	14	2.2%	0.8%
Lands	231.5	8	3.5%	3.8%
Lava Hot Springs	12.0	0	0.0%	9.5%
Lewis-Clark State College	130.0	6	4.6%	7.8%
Liquor Division	191.5	7	3.7%	1.0%
Lottery	11.0	0	0.0%	0.0%
Medicine Bd	8.0	0	0.0%	0.0%
North Central Health District II	41.5	3	7.2%	11.5%

Appendix D - Continued

Voluntary Turnover of Classified Employees by Agency - FY 2011

Includes **voluntary separations**: Better Job, Compensation, Dissatisfied, Other, Personal, Transfer to Other Agency

Note: **excludes** entrance probation separations

Agency Name	Average Number of Classified Employees FY 2011	FY 2011 Voluntary Separations	Turnover Rate FY 2011	Turnover Rate FY 2010
Nursing Bd	5.5	0	0.0%	0.0%
Occupational Licenses	31.0	1	3.2%	6.5%
Office of Energy Resources	3.0	1	33.3%	0.0%
Outfitters & Guides	4.0	0	0.0%	0.0%
Panhandle Health District I	107.5	8	7.4%	7.4%
Pardons & Parole Comm	27.0	3	11.1%	0.0%
Parks & Recreation	133.0	6	4.5%	9.8%
PERSI	55.5	5	9.0%	3.5%
Pharmacy Bd	9.0	0	0.0%	0.0%
Prof Eng & Land Surv Bd	2.0	0	0.0%	0.0%
Prof-Tech Education	15.0	0	0.0%	0.0%
Public Television	47.0	1	2.1%	2.1%
Public Utilities Comm	35.0	2	5.7%	0.0%
Racing Comm	1.0	0	0.0%	0.0%
Real Estate Comm	12.5	1	8.0%	7.1%
Soil & Water Conservation	12.5	2	16.0%	0.0%
South Central Health District V	74.5	1	1.3%	9.3%
Southeast Health District VI	81.5	1	1.2%	5.8%
Southwest Health District III	87.5	4	4.6%	6.6%
State Police	463.0	6	1.3%	1.9%
Tax Appeals Bd	3.0	0	0.0%	0.0%
Tax Comm	373.5	12	3.2%	5.4%
Transportation	1,712.5	48	2.8%	1.6%
Veterans Services	266.5	21	7.9%	9.8%
Veterinary Med Bd	1.0	0	0.0%	0.0%
Vocational Rehab	55.0	1	1.8%	1.7%
Water Resources	142.5	7	4.9%	2.0%
Totals	12,647.5	591	4.7%	4.8%

Appendix E

FY 2012 Salary Structure (FY 2013 Proposed Salary Structure)

Note: The salary structure has remained the same since FY 2010 when the policy and maximum pay rates were increased by 3% to reflect market and allow for movement for those employees nearing the top of the range. The minimum pay rate has not increased since FY 2009 with the exception of pay grade D related to the new Federal minimum wage law in FY 2010.

Pay Grade	Hourly			Annual		
	Minimum	Policy	Maximum	Minimum	Policy	Maximum
D	\$7.25	\$10.06	\$12.58	\$15,080	\$20,925	\$26,166
E	\$7.64	\$11.24	\$14.05	\$15,891	\$23,379	\$29,224
F	\$8.60	\$12.65	\$15.81	\$17,888	\$26,312	\$32,885
G	\$9.77	\$14.37	\$17.96	\$20,322	\$29,890	\$37,357
H	\$11.24	\$16.54	\$20.68	\$23,379	\$34,403	\$43,014
I	\$13.14	\$19.33	\$24.16	\$27,331	\$40,206	\$50,253
J	\$14.81	\$21.79	\$27.24	\$30,805	\$45,323	\$56,659
K	\$16.59	\$24.41	\$30.51	\$34,507	\$50,773	\$63,461
L	\$18.73	\$27.55	\$34.44	\$38,958	\$57,304	\$71,635
M	\$21.17	\$31.15	\$38.94	\$44,034	\$64,792	\$80,995
N	\$23.39	\$34.42	\$43.03	\$48,651	\$71,594	\$89,502
O	\$25.35	\$37.30	\$46.63	\$52,728	\$77,584	\$96,990
P	\$27.71	\$40.78	\$50.98	\$57,637	\$84,822	\$106,038
Q	\$30.51	\$44.89	\$56.11	\$63,461	\$93,371	\$116,709
R	\$33.85	\$49.80	\$62.25	\$70,408	\$103,584	\$129,480
S	\$37.96	\$55.86	\$69.83	\$78,957	\$116,189	\$145,246
T	\$42.88	\$63.09	\$78.86	\$89,190	\$131,227	\$164,029
U	\$48.72	\$71.69	\$89.61	\$101,338	\$149,115	\$186,389
V	\$55.69	\$81.95	\$102.44	\$115,835	\$170,456	\$213,075

Appendix F

Department of Administration Employee Benefit information

The State of Idaho currently offers employees a full range of group insurance plans including medical, dental, short and long term disability, and life insurance. In each of these categories, the State's benefits are comparable to group plans offered in the private sector. The State pays 91% of medical premiums for employees and dependents, approximately 45% of dental premiums for employees and dependents, and 100% of life and disability insurance for employees. Total State spending for these plans is approximately \$176 million annually.

In 2009, the State implemented a pro-rata system for allocating the medical and dental premiums for part-time employees based on hours worked. The cost savings since the implementation of the pro-rata system are estimated between \$2 million and \$2.5 million.

The Department of Administration Office of Group Insurance is committed to continually working with State employees and insurance providers. As the economy improves, each group insurance plan will be reviewed for effectiveness and market competitiveness.

Appendix G

Market Related Changes to Address Specific Occupational Inequities - October 31, 2011

Note: A payline exception occurs when a higher pay grade is assigned to a job class, generally due to recruitment or retention issues. Payline exceptions are approved by the Administrator of the Division of Human Resources in accordance with Section 67-5309D (5), Idaho Code, which states that "When necessary to obtain or retain qualified personnel in a particular classification, upon petition of the department to the administrator containing acceptable reasons therefore, a higher temporary pay grade may be authorized by the administrator which, if granted, shall be reviewed annually to determine the need for continuance."

Class Code	Title	Number of Classified Employees in Classification	Pay Grade	Temporary Pay Grade
8930	Actuary		N	O
8521	Building Safety Inspector/Advisor	56	J	K
7203	Clinical Specialist	9	M	N
8014	ISP Sergeant	37	L	M
6572	Locksmith	3	G	H
7584	Nurse, Advanced Practice	12	M	N
7676	Nurse, Licensed Practical	101	H	I
7606	Nurse, Registered	77	K	L
7572	Nurse, Registered Manager	34	M	N
7574	Nurse, Registered Senior	109	L	M
7476	Pharmacist, Clinical	6	L	Q
7478	Pharmacy Services Specialist	2	K	P
7474	Pharmacy Services Supervisor	3	L	R
7209	Physician, Clinical Director - Community	2	Q	V
7211	Physician, Epidemiologist - State	1	Q	V
7207	Physician, Medical Clinic - Institution	2	Q	V
7208	Physician, Medical Director - Institution	2	R	V
7206	Physician, Psychiatric Specialty	3	O	V
7205	Physician, Public Health	*	P	V
5210	Strategic Business Analyst	3	O	P
7710	Therapist, Early Intervention	13	L	M
	Total	475	* Hired as Temporary Employees	

Appendix H

Glossary

Compa-ratio: The relationship between an employee's salary and the policy pay rate (market) of their job. For example: If an employee in pay grade K earns \$16.59 per hour, and the policy pay rate (market) for pay grade K is \$24.41, their compa-ratio is 68% (hourly rate divided by policy rate equals compa-ratio).

Classified Employee: Any person appointed to or holding a position in any department of the State of Idaho and subject to the provisions of the merit examination, selection, retention, promotion and dismissal requirements of Idaho Code, Title 67, Chapter 53.

Job Classification: A group of positions performing similar work that are in the same pay grade.

Maximum Pay Rate: Highest allowable salary of the pay grade.

Minimum Pay Rate: Lowest allowable salary of the pay grade.

Non-classified Employee: Any person appointed to or holding a position in any department of the State of Idaho and is exempt from Idaho Code, Title 67, Chapter 53 (merit examination, selection, retention, promotion and dismissal requirements) but subject to Idaho Code, Title 59, Chapter 16.

Pay Grade: Alphabetical indicator of pay range assigned to each job classification.

Payline Exception: A temporary assignment of a higher pay grade to a classification in order to address market related recruitment or retention issues.

Pay Range: The span between the minimum and maximum salaries.

Policy Pay Rate: The salary relative to the external labor market as determined by salary surveys of similar jobs. (The current policy pay rate reflects 2009 salary survey comparisons because the salary structure has not changed since 2009.)

Salary Structure: A chart listing the 19 pay grades and associated pay ranges (See Appendix E).

Salary Survey: Survey conducted with private and public employers to determine pay levels for specific jobs.

Specific Occupational Inequity: See Payline Exception.

Temporary Employee: A non-classified employee limited to working no more than one thousand three hundred eighty-five (1,385) hours during a twelve month period for any one agency (Ref. Idaho Code 67-5302(33)).