FY 2024 Change in Employee Compensation (CEC) Frequently Asked Questions

1. [How long does it take DHR and DFM to review my plan?](#_bookmark0)
2. [Will my plan be approved without revision?](#_bookmark1)
3. [Can I submit a matrix using a percentage rather than a dollar amount?](#_bookmark2)
4. [I have concerns that CEC is going to create compression. Is there something we](#_bookmark4) [can do about that?](#_bookmark4)
5. [Do I have to include the amount of people in each box of the matrix?](#_bookmark5)
6. [If our plan has an equity increase, should it be applied before or after the CEC increases?](#_bookmark6)
7. [Can I submit a spreadsheet without a plan or a plan without a spreadsheet?](#_bookmark7)
8. [Should I email DFM or DHR my plan and spreadsheet?](#_bookmark8)
9. [What do you mean by meaningful distinction between increases on the matrix?](#_bookmark9)
10. [Do I need more than 2 tiers to my matrix?](#_bookmark10)
11. [Which pay schedule do I use?](#_bookmark12)
12. [Do agencies need to use all of the allocated funding?](#_bookmark13)

# How long does it take DHR and DFM to review my plan?

DHR and DFM need 2 weeks to review (not including revisions).

# Will my plan be approved without revision?

Typically, there are revisions. Plan on working collaboratively with DHR and DFM on the plan to ensure agency needs, statute, and the intent of the legislature are being met to the extent possible.

# Can I submit a matrix using a percentage rather than a dollar amount?

Yes, matrices may have percentages or dollar amounts. You may not have a mix of both.

# I have concerns that CEC is going to create compression. Is there something we can do about that?

Depending on budget, agencies may add additional components to address these concerns.

# Do I have to include the amount of people in each box of the matrix?

Yes, the number of employees should be included in each section of the matrix.

# If our plan has an equity increase, should it be applied before or after the CEC increases?

This year’s CEC plan was budgeted to be implemented by applying the merit component first, targeted class increases/public safety component second, and the payline component third. If agencies have salary savings and wish to implement in a different order, please reach out to your DHR Consultant and DFM Analyst to help determine which is appropriate for your situation.

# Can I submit a spreadsheet without a plan or a plan without a spreadsheet?

No, both the plan and the spreadsheet should be submitted.

# Should I email DFM or DHR my plan and spreadsheet?

Send CEC plans and spreadsheets to your respective DFM analyst, DHR representative and to the DFM inbox info@dfm.idaho.gov

# What do you mean by meaningful distinction between increases on the matrix?

We want to show that we are doing two things: 1. Bringing those employees in lower compa- ratios closer to 100% and 2. Compensating employees for meritorious service.

# Do I need more than 2 tiers to my matrix?

Agencies need to meet the intent of statute; they're not required to have a certain number of tiers, they need to look at their employee population's compa-ratio and put together a matrix that complies with this intent.

# Which pay schedule do I use?

Agencies must use the FY 2024 pay schedule applicable to the class code for each employee regardless of implementation date.

# Do agencies need to use all of the allocated funding?

Yes, agencies should use the CEC allocation for what it was intended. The exception to this is if an agency doesn’t have the available cash to support the appropriation.