

Change In Employee Compensation Annual Guidance – FY2025



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By

The Idaho Division of Human Resources and Idaho Division of Financial Management

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Purpose

This guidance is to assist the Governor's Executive Branch agencies in the implementation of annual changes in employee compensation (CEC) as approved by the Idaho Legislature.

The full CEC report is available on the DHR website at <https://dhr.idaho.gov/>.

FY 2025 Legislative Action

For FY 2025, the Legislature approved the following:

- 1) DHR shall shift the salary structures upward by an average of 3.7% beginning on July 1, 2024, with the exception of the minimum wage of \$7.25 per hour at pay grade D.
- 2) The division shall add two additional pay structures for IT/Engineering and Nursing/Healthcare.
- 3) The division shall maintain the job classifications currently on payline exception.
- 4) Each agency is appropriated two percent (2.0%) for permanent employees to be distributed based on merit with the flexibility for agency heads and institution presidents to distribute funds for recruitment and retention purposes in hard-to-fill, hard-to-retain positions.
- 5) State agencies shall increase the ongoing annual salaries of their permanent state employees by one percent (1.0%).

CEC Plan Template

Agencies must utilize the [CEC Plan Template](#) to submit their CEC Plans to DHR and DFM to ensure all requirements are met.

CEC Plan Components

1% Increase for Employees in Permanent Positions

Agencies shall implement the one percent (1%) increase to the ongoing annual salaries of their permanent employees¹ base pay rate, for those employees hired before the pay period beginning on April 14, 2024². Merit is not a consideration with this increase.

2% Merit-Based Increase

Agencies shall distribute the two percent (2%) merit-based increases, using an approved matrix, to all eligible employees³. This increase shall be based on the employees' base pay rate (i.e., base rate is the employee's rate of pay prior to the implementation of the 1% increase). Compa-ratios are calculated using the employee's current pay rate prior to any increases and the applicable FY 2025 pay schedule policy rate.

Payline Move

If any employee's pay rate does not meet or exceed the minimum of the applicable FY 2025 pay schedule after full implementation, agencies must increase their pay to the applicable minimum. This

¹ Permanent employees refer to employees occupying a budgeted FTP at an agency. This does not include temporary or group positions, nor does it include positions added in an agency's FY25 budget.

² For employees hired April 14, 2024, or after, agencies should take into consideration their compensation practices and changes to the statewide pay structures.

³ See Appendix G.

applies to all classified permanent positions, including those on entrance probation. This does not apply to non-classified and temporary employees as increases for those employees would be made using existing agency funds, if available, outside of the CEC process.

Deadlines and Process for Review

The completed agency CEC plan must be submitted no later than April 26, 2024, for review. HR Officers shall submit agency plans to info@dfm.idaho.gov and copy their respective DFM and DHR contact. Agencies are encouraged to submit plans as early as possible to facilitate timely review. DFM and DHR will accept plans at any point after agencies have reviewed this guidance.

Additionally, spreadsheets detailing individual pay changes that contain personnel information should be submitted to the agency's respective DFM and DHR contact for review along with the agency CEC plan. Please submit the spreadsheet in draft format with a "draft" watermark across all pages⁴.

Effective Dates

FY 2025 Implementation

- The **effective date** must be **June 9, 2024** (Pay Date July 5, 2024)⁵.
 - The Luma update action will be loaded with this same effective date.
- CEC plans must be **received by DFM/DHR** no later than **April 26, 2024**.

Approved Plan Final Spreadsheet

After the agency plan is approved, the agency will input the applicable data in the provided ISD upload spreadsheet(s) to complete the pay actions in Luma⁶. Required fields will be marked on the spreadsheet and will include the new pay rate information related to each element of the agency's approved plan and the information below.

1% Increase for Permanent Employees

- For the 1% increase for permanent employees, Change Pay Rate reason **CEC DISTRIBUTION** should be used. The comment should read **"FY 2025 1% CEC."**

2% Merit-Based Increase

- For the merit-based increase for eligible employees, the same Change Pay Rate reason **CEC DISTRIBUTION** should be used. The comment should read **"FY 2025 CEC Merit Distribution."**

Payline Move (for Classified employees)

- For any necessary adjustments to the minimum of the new pay schedule, Change Pay Rate reason **C PAYLINE MVMPT UP** (classified). The comment should read **"FY 2025 Payline Movement Up."**

⁴ Utilize the spreadsheet provided by DHR with agency data and submit once pay changes have been calculated in the spreadsheet.

⁵ Employees with contractual agreements will be implemented according to their contract dates.

⁶ Agencies not in Luma will have a separate process.

Director Pay Changes

Pay increases for directors will be determined by the Governor. Additional information regarding the evaluation process for Directors will be provided by the Governor's Office. Director pay increases should have the same effective date as the agency's CEC plan implementation date. Director pay changes are not part of the agency CEC plan but must be calculated in your overall budget planning. Agencies should put a placeholder of 3% (1% for permanent employees and 2% for merit) for the Director's increase in their spreadsheet.

Appendix A: FY 2025 Primary Structure

Effective 6/9/2024

Pay Grade	Minimum Points	Grade Points	Maximum Points	Hourly			Annual		
				Minimum	Policy	Maximum	Minimum	Policy	Maximum
D	Below 110 Points			\$7.25	\$12.50	\$18.75	\$19,500	\$26,000	\$39,000
E	110	119	130	\$11.00	\$14.66	\$22.00	\$22,875	\$30,500	\$45,750
F	131	142	154	\$12.26	\$16.35	\$24.52	\$25,500	\$34,000	\$51,000
G	155	169	184	\$13.77	\$18.37	\$27.55	\$28,650	\$38,200	\$57,300
H	185	201	219	\$15.65	\$20.87	\$31.30	\$32,550	\$43,400	\$65,100
I	220	240	262	\$17.85	\$23.80	\$35.70	\$37,125	\$49,500	\$74,250
J	263	286	312	\$20.08	\$26.78	\$40.17	\$41,775	\$55,700	\$83,550
K	313	341	372	\$22.75	\$30.34	\$45.50	\$47,325	\$63,100	\$94,650
L	373	406	443	\$25.96	\$34.62	\$51.92	\$54,000	\$72,000	\$108,000
M	444	485	528	\$29.75	\$39.66	\$59.50	\$61,875	\$82,500	\$123,750
N	529	578	630	\$34.25	\$45.67	\$68.51	\$71,250	\$95,000	\$142,500
O	631	688	750	\$38.51	\$51.35	\$77.02	\$80,100	\$106,800	\$160,200
P	751	828	904	\$43.74	\$58.32	\$87.48	\$90,975	\$121,300	\$181,950
Q	905	998	1090	\$50.26	\$67.02	\$100.53	\$104,550	\$139,400	\$209,100
R	1091	1176	1292	\$57.69	\$76.92	\$115.38	\$120,000	\$160,000	\$240,000
T	1532	1665	1822	\$66.71	\$88.94	\$133.41	\$138,750	\$185,000	\$277,500
V	2167	2354	2575	\$81.13	\$108.17	\$162.26	\$168,750	\$225,000	\$337,500

Appendix B: FY 2025 Public Safety Classifications and Structure

CLASSIFICATIONS ASSIGNED TO PUBLIC SAFETY SALARY STRUCTURE			
CLASS CODE	CLASSIFICATION TITLE	CLASS CODE	CLASSIFICATION TITLE
00864	CONSERVATION OFFICER	08013	ISP LIEUTENANT
00822	CONSERVATION OFFICER DISTRICT	08010	ISP MAJOR
00874	CONSERVATION OFFICER REGIONAL	08014	ISP SERGEANT
00863	CONSERVATION OFFICER SENIOR	08015	ISP SPECIALIST
09214	CORRECTIONAL CORPORAL	08016	ISP TROOPER
09208	CORRECTIONAL LIEUTENANT	08012	ISP TROOPER RECRUIT
09201	CORRECTIONAL MANAGER 1	09360	PROBATION & PAROLE OFFICER
09202	CORRECTIONAL MANAGER 2	09361	PROBATION & PAROLE OFFICER LEAD
09203	CORRECTIONAL MANAGER 3	09356	PROBATION & PAROLE SENIOR
09212	CORRECTIONAL OFFICER	09441	REHABILITATION SPECIALIST ASSOCIATE DJC
09210	CORRECTIONAL SERGEANT	09442	REHABILITATION SPECIALIST DJC
09258	CORRECTIONAL SPECIALIST	09277	REHABILITATION SUPERVISOR DJC
09256	CORRECTIONAL SPECIALIST SUPERVISOR	09273	REHABILITATION TECH TRAINEE
00870	FISH & GAME ENFORCEMENT ASSISTANT CHIEF	09275	REHABILITATION TECHNICIAN
00862	FISH & GAME ENFORCEMENT BUREAU CHIEF	09276	REHABILITATION TECHNICIAN II DJC
08011	ISP CAPTAIN	08962	FIRE MARSHAL DEPUTY
08963	FIRE MARSHAL CHIEF DEPUTY		

Pay Grade	Minimum Points	Grade Points	Maximum Points	Hourly			Annual		
				Minimum	Policy	Maximum	Minimum	Policy	Maximum
D	Below 110 Points			\$7.25	\$14.42	\$21.63	\$22,500	\$30,000	\$45,000
E	110	119	130	\$11.00	\$14.66	\$22.00	\$22,875	\$30,500	\$45,750
F	131	142	154	\$12.26	\$16.35	\$24.52	\$25,500	\$34,000	\$51,000
G	155	169	184	\$13.77	\$18.37	\$27.55	\$28,650	\$38,200	\$57,300
H	185	201	219	\$17.31	\$23.08	\$34.62	\$36,000	\$48,000	\$72,000
I	220	240	262	\$20.55	\$27.40	\$41.11	\$42,750	\$57,000	\$85,500
J	263	286	312	\$22.57	\$30.10	\$45.14	\$46,950	\$62,600	\$93,900
K	313	341	372	\$24.95	\$33.27	\$49.90	\$51,900	\$69,200	\$103,800
L	373	406	443	\$27.84	\$37.12	\$55.67	\$57,900	\$77,200	\$115,800
M	444	485	528	\$31.23	\$41.63	\$62.45	\$64,950	\$86,600	\$129,900
N	529	578	630	\$35.30	\$47.07	\$70.60	\$73,425	\$97,900	\$146,850
O	631	688	750	\$39.52	\$52.69	\$79.04	\$82,200	\$109,600	\$164,400
P	751	828	904	\$44.78	\$59.71	\$89.57	\$93,150	\$124,200	\$186,300
Q	905	998	1090	\$51.27	\$68.37	\$102.55	\$106,650	\$142,200	\$213,300
R	1091	1176	1292	\$57.69	\$76.92	\$115.38	\$120,000	\$160,000	\$240,000
T	1532	1665	1822	\$66.71	\$88.94	\$133.41	\$138,750	\$185,000	\$277,500
V	2167	2354	2575	\$81.13	\$108.17	\$162.26	\$168,750	\$225,000	\$337,500

Appendix C: FY 2025 IT & Engineering Classifications and Structure

CLASSIFICATIONS ASSIGNED TO IT/ENGINEERING SALARY STRUCTURE			
CLASS CODE	CLASSIFICATION TITLE	CLASS CODE	CLASSIFICATION TITLE
00804	DATA SCIENTIST	01729	IT INFO SYS AND INFR ENG I
03702	ENGINEER ASSOCIATE	01730	IT INFO SYS AND INFR ENG II
03700	ENGINEER INTERN	01731	IT INFO SYS AND INFR ENG III
03710	ENGINEER, MANAGER 1	01732	IT INFO SYS AND INFR ENG IV
03712	ENGINEER, MANAGER 2	01741	IT MANAGER I
03714	ENGINEER, MANAGER 3	01742	IT MANAGER II
03704	ENGINEER, STAFF	01743	IT MANAGER III
03706	ENGINEER, TECHNICAL 1	01744	IT MANAGER IV
03708	ENGINEER, TECHNICAL 2	01745	IT MANAGER V
03012	ENGINEERING ASST, TRANSP	01701	IT NETWORK ENGINEER I
00988	ENGINEERING TECH SR, P&R	01702	IT NETWORK ENGINEER II
03304	GEOLOGIST, ENG	01703	IT NETWORK ENGINEER III
03300	GEOLOGIST, ENG ASST	01704	IT NETWORK ENGINEER IV
01719	GIS ANALYST I	01709	IT OPS & SUPPORT ANALYST I
01720	GIS ANALYST II	01710	IT OPS & SUPPORT ANALYST II
01721	GIS ANALYST III	01711	IT OPS & SUPPORT ANALYST III
01718	GIS ASSOCIATE	01708	IT OPS & SUPPORT SR TECHNICIAN
01737	IT ARCHITECT I	01707	IT OPS & SUPPORT TECHNICIAN
01738	IT ARCHITECT II	01706	IT OPS & SUPPORT ASSOCIATE TECH
01739	IT ARCHITECT III	01713	IT SOFTWARE ENGINEER ASSOCIATE
01740	IT ARCHITECT IV	01714	IT SOFTWARE ENGINEER I
01725	IT DATABASE ADMIN ANALYST I	01715	IT SOFTWARE ENGINEER II
01726	IT DATABASE ADMIN ANALYST II	01716	IT SOFTWARE ENGINEER III
01727	IT DATABASE ADMIN ANALYST III	01717	IT SOFTWARE ENGINEER IV
01728	IT DATABASE ADMIN ANALYST IV		IT SOFTWARE ENGINEER TRAINEE
01722	IT INFO MGT SPECIALIST I	00308	LAND SURVEYOR, TRANS
01723	IT INFO MGT SPECIALIST II	00309	LAND SURVEYOR-IN-TRNG
01724	IT INFO MGT SPECIALIST III	03320	REMOTE SNSG ANLYST STAFF
01733	IT INFO SECURITY ENGINEER I	03318	REMOTE SNSG ANLYST TECH
01734	IT INFO SECURITY ENGINEER II	03643	TRANSP TECH PRIN, ENGNRNG
07135	IT INFO SECURITY ENGINEER III	03641	TRANSPORTATION TECH SR
01736	IT INFO SECURITY ENGINEER IV	03715	TECHNICAL ENGINEER SERVICES LEADER

Appendix C: FY 2025 IT & Engineering Classifications and Structure, cont.

Pay Grade	Minimum Points	Grade Points	Maximum Points	Hourly			Annual		
				Minimum	Policy	Maximum	Minimum	Policy	Maximum
D	Below 110 Points			\$7.25	\$12.50	\$18.75	\$19,500	\$26,000	\$39,000
E	110	119	130	\$11.00	\$14.66	\$22.00	\$22,875	\$30,500	\$45,750
F	131	142	154	\$12.26	\$16.35	\$24.52	\$25,500	\$34,000	\$51,000
G	155	169	184	\$13.77	\$18.37	\$27.55	\$28,650	\$38,200	\$57,300
H	185	201	219	\$17.96	\$23.94	\$35.91	\$37,350	\$49,800	\$74,700
I	220	240	262	\$19.94	\$26.59	\$39.88	\$41,475	\$55,300	\$82,950
J	263	286	312	\$22.32	\$29.76	\$44.64	\$46,425	\$61,900	\$92,850
K	313	341	372	\$25.17	\$33.56	\$50.34	\$52,350	\$69,800	\$104,700
L	373	406	443	\$28.56	\$38.08	\$57.12	\$59,400	\$79,200	\$118,800
M	444	485	528	\$32.74	\$43.65	\$65.48	\$68,100	\$90,800	\$136,200
N	529	578	630	\$37.68	\$50.24	\$75.36	\$78,375	\$104,500	\$156,750
O	631	688	750	\$41.03	\$54.71	\$82.07	\$85,350	\$113,800	\$170,700
P	751	828	904	\$45.14	\$60.19	\$90.29	\$93,900	\$125,200	\$187,800
Q	905	998	1090	\$50.26	\$67.02	\$100.53	\$104,550	\$139,400	\$209,100
R	1091	1176	1292	\$57.69	\$76.92	\$115.38	\$120,000	\$160,000	\$240,000
T	1532	1665	1822	\$66.71	\$88.94	\$133.41	\$138,750	\$185,000	\$277,500
V	2167	2354	2575	\$81.13	\$108.17	\$162.26	\$168,750	\$225,000	\$337,500

Appendix D: FY 2025 Nursing & Healthcare Classifications and Structure

CLASSIFICATIONS ASSIGNED TO NURSING/HEALTHCARE SALARY STRUCTURE			
CLASS CODE	CLASSIFICATION TITLE	CLASS CODE	CLASSIFICATION TITLE
06820	CLINICIAN	07474	PHARMACY SVCS SUPV
06805	CLINICAL SUPV	07464	PHARMACY/DATA INVNTY SP
07610	NURSING ASSISTANT CERTIFIED	07614	PHYSICAL OCC THERAPY AID
07612	NURSING ASSISTANT CERTIFIED - SENIOR	07207	PHYSICIAN, MED CLINIC - INST
07584	NURSE, ADVANCED PRACTICE	07206	PHYSICIAN, PSYCH SPECIALTY
07676	NURSE, LICENSED PRACTICAL	09406	PSYCHOLOGIST
07606	NURSE, REGISTERED	09402	PSYCHOLOGY, CHF OF
07572	NURSE, REGISTERED MANAGER	07727	THERAPIST
07574	NURSE, REGISTERED SENIOR	07710	THERAPIST, EARLY INTERVENTION
07610	NURSING ASST CERT	09423	SOCIAL WORKER
07612	NURSING ASST, CERTIFD-SR	09407	BEHAVIORAL HEALTH CHIEF
07600	NURSING SERVICES DIR	07206	CLINICAL SPECIALISTS
07476	PHARMACIST, CLINICAL	07276	SOCIAL SERVICES DIRECTOR BEHAV HLTH
07461	PHARMACY ASST, SR	07284	SOCIAL SERVICES DIRECTOR - ISVH
07478	PHARMACY SVCS SPEC		

Pay Grade	Minimum Points	Grade Points	Maximum Points	Hourly			Annual		
				Minimum	Policy	Maximum	Minimum	Policy	Maximum
D	Below 110 Points			\$7.25	\$12.50	\$18.75	\$19,500	\$26,000	\$39,000
E	110	119	130	\$11.00	\$14.66	\$22.00	\$22,875	\$30,500	\$45,750
F	131	142	154	\$12.26	\$16.35	\$24.52	\$25,500	\$34,000	\$51,000
G	155	169	184	\$13.77	\$18.37	\$27.55	\$28,650	\$38,200	\$57,300
H	185	201	219	\$15.65	\$20.87	\$31.30	\$32,550	\$43,400	\$65,100
I	220	240	262	\$17.85	\$23.80	\$35.70	\$37,125	\$49,500	\$74,250
J	263	286	312	\$20.08	\$26.78	\$40.17	\$41,775	\$55,700	\$83,550
K	313	341	372	\$23.51	\$31.35	\$47.02	\$48,900	\$65,200	\$97,800
L	373	406	443	\$27.62	\$36.83	\$55.24	\$57,450	\$76,600	\$114,900
M	444	485	528	\$32.45	\$43.27	\$64.90	\$67,500	\$90,000	\$135,000
N	529	578	630	\$35.99	\$47.98	\$71.97	\$74,850	\$99,800	\$149,700
O	631	688	750	\$39.45	\$52.60	\$78.89	\$82,050	\$109,400	\$164,100
P	751	828	904	\$43.74	\$58.32	\$87.48	\$90,975	\$121,300	\$181,950
Q	905	998	1090	\$46.88	\$62.50	\$93.75	\$97,500	\$130,000	\$195,000
R	1091	1176	1292	\$57.69	\$76.92	\$115.38	\$120,000	\$160,000	\$240,000
T	1532	1665	1822	\$66.71	\$88.94	\$133.41	\$138,750	\$185,000	\$277,500
V	2167	2354	2575	\$81.13	\$108.17	\$162.26	\$168,750	\$225,000	\$337,500

Appendix E: Statewide Compensation Policy

The State of Idaho's Compensation Policy is available on the DHR website at: <https://dhr.idaho.gov/wp-content/uploads/2023/09/Section-1-Employee-Compensation-update-092023.pdf>

Appendix F: CEC Plan Template and Budget Spreadsheet

Agencies are required to use the CEC Plan Template and Budget Spreadsheet when submitting their plans. These templates are available on the DHR website: <https://dhr.idaho.gov/state-employee-compensation/>

Appendix G: Agency Change in Employee Compensation Plan Checklist

Agencies must not communicate CEC increases to their employees or the content of the agency CEC plan until the CEC plan has been approved by both DHR and DFM:

General CEC Plan Requirements

- Completed CEC Plan Template [Agency#_AgencyName_FY25CECMemo_Draft/Final_Date]⁷ outlining the following:
 - Planned distribution for each component of the CEC Plan.
 - Who is eligible. Employees on entrance probation should be included in the plan but are not eligible to receive performance-based CEC until after completion of probation. Include seasonal and temporary employees, if applicable.
 - How non-classified positions, specifically those with no identified pay grade, are to be treated and how they comply with [Idaho Code, Section 59-1603\(3\)](#).
 - Attach compensation policy – *if agency uses the statewide policy, please state that in the plan.*

Budget Requirements

- Information detailing how the agency will cover all proposed salary actions within its appropriated CEC funding by utilizing the budget matrix included in the Example CEC Plan template on the DHR website.
- Spreadsheets detailing individual pay changes that contain personnel information should be submitted to the agency's DFM analyst for review along with the CEC plan. Please submit the spreadsheet in draft format and saved as [Agency #_Agency Name_FY25CECSpreadsheet].
- Once the agency has received final approval of the CEC plan, they will input the applicable data in the provided Luma ISD Spreadsheet.

⁷ Example: 194_Division of Human Resources_FY25CECMemo_Draft_04.01.2024.

Employee Eligibility Criteria

- All employees in permanent positions will receive the 1% increase, regardless of performance and regardless of probationary status. This does not include temporary employees or group positions, nor does it include positions added in an agency's FY25 budget.
- For the merit-based portion, employees on entrance probation prior to April 14, 2024 will receive a CEC upon completion of probation. Employees on promotional or voluntary probation are eligible, regardless of probationary status.
- To receive a merit-based pay increase, employees must have a current (within the last 12 months) performance appraisal rating of "Achieves Performance Standards" or better. The performance appraisal must be current and cannot have been used for the FY 2024 CEC distribution.
- Employees must have completed their annual statewide respectful workplace and cybersecurity training(s) before they are considered eligible for a performance-based pay increase.

Idaho Code, Section 67-5309B(6) requires that the department director "designate in writing whether such in-grade advancement is temporary, conditional, and permanent." As such, each agency shall provide employees with a letter outlining any CEC increase provided to them for FY 2025. Sample letters are attached, including letters for employees moving to a new pay structure.

Matrix Requirements

- The matrix shall be used to distribute funding for the 2% merit-based portion. The 1% ongoing increase is not included in the matrix, nor is it included in the merit-based calculations.
- Performance and compa-ratio must be factors as stated in [Idaho Code, Section 67-5309B\(4\)](#).
 - Compa-ratio should be determined by dividing the current base wage by the policy (midpoint) wage on the FY2025 applicable pay schedule.
- To emphasize merit, the matrix should have a "meaningful distinction" between increases for performance ratings.
- Numbers within the matrix must be exact and cannot include a range so that pay increases are easily calculable given the criteria provided.
- The matrix must also indicate the number of employees who call within each cell of the matrix.

Sample pay matrix templates are available at <https://dhr.idaho.gov/state-employee-compensation/>

Appendix H: Frequently Asked Questions

FY 2025 Change in Employee Compensation (CEC) Frequently Asked Questions

1. Can we implement our CEC plan early?
 2. How long does it take DHR and DFM to review my plan?
 3. Will my plan be approved without revision?
 4. I have concerns that CEC is going to create compression. Is there something we can do about that?
 5. What if our agency compensation policy has specific hiring rates or compa ratios, can we move employees up to those minimums?
 6. Do I have to include the number of people in each box of the matrix?
 7. Can I submit a spreadsheet without a plan or a plan without a spreadsheet?
 8. Should I email DFM or DHR my plan and spreadsheet?
 9. What do you mean by meaningful distinction between increases on the matrix?
 10. Do I need more than 2 tiers to my matrix?
 11. For the 1% for permanent employees, does that mean it does not apply to employees on probation?
 12. For the 1% for permanent employees, can we include our temporary employees if we want?
 13. Which pay schedule do I use?
 14. Do agencies need to use all of the allocated funding?
 15. How do we handle employees who complete probation, become eligible for, or are hired after my CEC plan is approved?
 16. How are temp merits and conditional merits factored in with CEC?
 17. Are there expectations to provide equity adjustments for IT, Engineering, Nursing and Healthcare jobs?
 18. Do nonclassified employees need an appraisal to be eligible for a CEC?
 19. For employees on entrance probation, should we put an Achieves placeholder in our CEC plan submission for the merit portion?
 20. What is the deadline for entering performance appraisals in Luma?
 21. If someone's last name has changed in Luma since April 1st (when the data was pulled), will it cause the ISD upload to fail?
 22. Can we use some of our salary savings to go over the 2% for the merit portion?
 23. Should we increase employees to the new FY25 minimum before we implement CEC?
 24. Do we include "move to minimum" actions in the ISD spreadsheet?
 25. How should we track our vacancies?
 26. **NEW.** How do we set aside the 1% for vacant positions?
 27. **NEW.** Can we give agency-specific equity changes to align with our agency compensation policy?
 28. **NEW.** Are temporary employees required to complete training?
-

1. Can we early implement our CEC plan?

No. There will not be the option to early implement the FY 2025 CEC.

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

DHR and DFM require a minimum of 2 weeks to review (not including revisions) your agency's plan.

3. 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.

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

After full implementation of your agency's CEC plan, you may need to work with DHR and DFM on a strategy to address these concerns throughout the fiscal year. Additional components within your CEC plan will not be considered. The matrix should attempt to address compression rather than cause additional compression. The use of a percentage-based matrix should have meaningful splits for performance and compa-ratio and by design should not create compression issues. However, if compression and/or equity issues already exist that are not related to performance, CEC distribution may or may not move these toward resolution. Compression and equity issues should be brought to DHR/DFM attention immediately for review outside of the CEC distribution.

5. What if our agency compensation policy has specific hiring rates or compa ratios, can we move employees up to those minimums?

Employees may only be moved to the minimum of their applicable FY 2025 pay structure. CEC funding may not be used to implement agency-specific hiring practices, percentages, compa-ratios, etc.

6. Do I have to include the number of people in each box of the matrix?

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

7. Can I submit a spreadsheet without a plan or a plan without a spreadsheet?

No, both the plan and the spreadsheet should be submitted. Both must be submitted with the proper naming conventions.

8. Should I email DFM or DHR my plan and spreadsheet?

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

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

The matrix has two important functions: 1. Bringing those employees in lower compa- ratios closer to 100%, and 2. Compensating employees for meritorious service. Your plan should represent both of these functions.

10. Do I need more than 2 tiers to my matrix?

To meet the intent of statute, agencies should create their matrix considering agency size,

compa-ratio mix, and funding. For some agencies, that may result in a 2-tier matrix and for other agencies, their matrix may be 3-tier or more.

11. For the 1% for permanent employees, does that mean employees on probation are not eligible?

Permanent employee means they are filling a FY2024 budgeted FTP at your agency. This does not have anything to do with an employee being classified or being on probation. Temporary and group positions do not count as permanent employees. FTP's added in the FY 2025 budget were not appropriated and are not eligible for this CEC distribution.

12. For the 1% for permanent employees, can we include our temporary employees if we want?

The legislature provided funding for permanent budgeted positions only. Temporary employees are not eligible to receive the 1% across-the-board increase and no allocated CEC money is to be used for temporary employee merit increases.

There may be instances where temporary employees are included in your merit-based increase if your agency was appropriated additional funding for specific temporary or group employees. In this instance, please reach out to your DFM analyst and DHR Operations Bureau Chief for direction on that distribution.

13. Which pay schedule do I use?

Agencies must use the FY 2025 pay schedule applicable to the class code for each employee. The four (4) pay structures can be found in Appendices A-D.

14. Do agencies need to use all of the allocated funding?

Yes, agencies should distribute the CEC dollars they were appropriated. The exception to this is if an agency lacks the available cash to support the appropriation.

15. How do we handle employees who complete probation, become eligible for, or are hired after my CEC plan is approved?

All employees eligible for the June 9, 2024, effective date will be updated using a data load process. Any employee that becomes eligible and is included in the CEC distribution plan will be updated through the standard HCM update processes. An employee that is hired on or after June 9th can have any budgeted increases included in their hiring rate or at completion of probation depending on agency need.

16. How are temp merits and conditional merits factored in with CEC?

For employees who are receiving a temporary merit increase, whether a percentage or flat dollar amount, their CEC will be implemented independently and will not affect their temp merit. After the CEC process is completed, the temp merit will remain on top of the employee's base pay. For employees who are receiving a conditional merit, their base pay already includes the conditional merit thus their CEC increase will be implemented **on top** of their current base pay.

17. Are there expectations to provide equity adjustments for IT, Engineering, Nursing and Healthcare jobs?

While the legislature approved the implementation of two new pay structures (IT/Engineering and Nursing/Healthcare) there was not funding associated to those new structures. The only adjustment to these employees is if they fall below the minimum of their new FY25 pay structure. Other equity adjustments must be handled outside of the CEC process.

18. Do nonclassified employees need an appraisal to be eligible for a CEC?

Yes. All employees who are eligible for a CEC require a performance appraisal completed within the last 12 months.

19. For employees on entrance probation, should we put an Achieves placeholder in our CEC plan submission for the merit portion?

Best practice is to use Solid Sustains as a placeholder to ensure you have sufficient budget.

20. What is the deadline for entering performance appraisals in Luma?

May 31, 2024.

21. If someone's last name has changed in Luma since April 1st (when the data was pulled), will it cause the ISD upload to fail?

No. We will be sending new templates out in June.

22. Can we use some of our salary savings to go over the 2% for the merit portion?

The only acceptable usage of salary savings would be to utilize a de minimis amount to fully implement the 2% that is appropriated to your agency.

23. Should we increase employees to the new FY25 minimum before we implement CEC?

No. The intent is to implement the full CEC and only move employees up to the new minimum if they are still below the new FY25 pay structure minimum.

24. Do we include "move to minimum" actions in the ISD spreadsheet?

No. These will be a separate, manual, action done after the implementation of the CEC. Only those who are below the new FY25 pay structure minimum after full implementation of CEC will require a move to minimum pay action.

25. How should we track our vacancies?

Please track these separately to demonstrate the use of your budget. Do not include in our submitted CEC spreadsheet.

26. NEW. How do we set aside the 1% for vacant positions?

Agencies may use the allocated amount for the current CEC plan or choose to set aside some of the 1% for vacancies to address equity moving forward.

27. NEW. Can we give agency-specific equity changes to align with our agency compensation policy?

Agencies are encouraged to review their compensation strategies for post-CEC to ensure that they are not creating inequities. While agency policies may indicate a certain percentage of

policy for pay rates, that may need to be adjusted in the future as pay structures are implemented and adjusted.

28. NEW. Are temporary employees required to complete training?

All state employees are required to take respectful workplace training (including temporary employees). All state employees accessing state systems are required to take the cybersecurity training. All training and evaluations should be complete by May 31, 2024. Any training that isn't complete by that date should be approved by your Bureau Chief.