

Change In Employee Compensation Annual Guidance – FY2026



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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.

FY 2026 Legislative Action

For FY 2026, the Legislature approved the following:

- 1) Each agency and institution is appropriated funding for change in employee compensation at the equivalent increase of \$1.55 per hour per full-time equivalent for permanent employees¹. Of this appropriation, agency heads and institution presidents have flexibility to distribute no more than \$1.55 per hour per permanent employee and no less than \$1.05 per hour per permanent employee, provided that: (1) the employee's performance meets or exceeds expectations, and (2) the employee has been employed by the agency or institution for at least six months.
- 2) The Division of Human Resources (DHR) shall shift the primary compensation schedule's minimum and maximum amounts upward by an average of 3.2%, but not less than \$1.55 per hour, with the exception of pay grade D. DHR shall also shift the IT/Engineering compensation schedule's minimum and maximum amounts upward by an average of 3%, but not less than \$1.55 per hour, shift the public safety compensation schedule's minimum and maximum amounts upward by an average of 3.2%, but not less than \$1.55 per hour, and shift the nursing/healthcare compensation schedule's minimum and maximum amounts upward by an average of 3.5%, but not less than \$1.55 per hour
- 3) Specific agencies are appropriated additional funding for a 4.5% salary increase for classified and non-classified IT and engineering state employees to be distributed with flexibility for the agency head to recruit and retain hard-to-fill positions.
- 4) Idaho State Police is appropriated additional funding to provide state troopers a salary increase that does not exceed 8% to be distributed with flexibility for the agency head to recruit and retain positions.
- 5) Specific agencies are appropriated additional funding for nursing and healthcare employees salary increases of \$1.55 per hour per permanent employee or 3%, whichever is greater, to be distributed with flexibility for agency heads to recruit and retain positions.
- 6) DHR shall maintain the job classifications currently on payline exception.

CEC Plan Template

Agencies must utilize the [FY2026 CEC Plan Template](#) to submit their CEC Plans to DHR and DFM to ensure all requirements are met. *Include only the components relevant to your agency in your plan.*

¹ No portion of the additional funding provided for CEC shall be used to fund bonuses or additional salary increases above \$1.55 per hour per permanent employee for the pay period July 1, 2025, through June 30, 2026, except in conditions specifically met in sections 2, 3, 4, and 5 above.

CEC Plan Components

Components for FY 2026 CEC will be outlined in order of operation for implementation, not in order of the approved motion.

Component 1: \$1.05 - \$1.55 Increase for Employees in Permanent Positions Based on Merit

Agencies shall distribute no less than \$1.05 and no more than \$1.55 per hour based on merit, using an approved matrix to all eligible permanent employees². Eligible employees include:

- Hired as a permanent (classified or non-classified) employee.
- Have a performance appraisal rating of “Achieves Performance Standards” (APS) or higher that was completed within the past twelve (12) months and was not used for the prior CEC.
- Have successfully completed entrance probation for Classified employees.
- Have been employed for at least six (6) months for Non-Classified employees.
- Hired on or before March 29, 2025.
- Any amounts unallocated in this component of the CEC plan MUST be reverted by July 31st, 2025.

**This component excludes Troopers (class code 08016) as they are addressed in component 4.*

Component 2: 4.5% Increase for IT and Engineering Employees

Agencies with IT and engineering staff shall distribute a 4.5% salary increase³ to both classified and non-classified IT and engineering employees⁴. Eligible employees include:

- All classified and non-classified employees in positions outlined in Appendices C and D.
- The 4.5% will be applied to the employee’s base salary.
- This component is not subject to performance or probationary status.
- Hired on or before March 29, 2025.
- These employees also receive Component 1.

Component 3: Greater of \$1.55 or 3% Increase for Nursing and Healthcare Employees

Agencies with nursing and healthcare staff shall distribute a permanent salary increase to eligible employees⁵. The increase will be the greater amount of either \$1.55 per hour or, 3% of the employee’s base salary.

1. Employees will first be processed through Component 1 and must meet all eligibility requirements in Component 1.
2. If the employee’s increase is less than \$1.55 per hour or 3% of their base salary, they must receive an additional increase which will make up the difference to ensure that the total increase is the greater of \$1.55 per hour or 3% of the employee’s base salary.

² 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 FY26 budget.

³ Governor’s agencies will distribute 4.5%. Agency heads not under the Executive Branch maintain flexibility to distribute up to 4.5% to recruit and retain.

⁴ Refer to Appendices C and D for affected positions.

⁵ Refer to Appendix E for affected positions.

Eligible employees include:

- All classified employees in positions outlined in Appendix E.
- Classified employees who have successfully completed entrance probation.
- Hired on or before March 29, 2025.

Component 4: 8% Increase for Idaho State Police Troopers

Idaho State Police shall distribute an 8% salary increase for Trooper positions. Eligible employees include:

- Employees in class code 08016.
- This component is not subject to performance or probationary status.
- Hired on or before March 29, 2025.
- Troopers will not receive any other CEC components.

Payline Move

If any employee's pay rate does not meet or exceed the minimum of the applicable FY 2026 pay schedule after full implementation, agencies must increase their pay to the applicable minimum. This applies to all classified permanent positions, including those on entrance probation.

Funding is only provided to bring employees to the new minimum of the pay grade, not to maintain internal agency practices related to minimum pay rates.

Legislatively Approved Targeted CEC Line Items

If your agency received approval for a targeted CEC line item, those actions should be handled apart from this CEC process. Components 2, 3, and 4 should be calculated based on the FY25 base salary and completed before applying any line-item increases.

Deadlines and Process for Review

The completed agency CEC plan must be submitted no later than **April 25, 2025**, for review. HR Officers shall submit agency plans to info@dfm.idaho.gov and copy their respective DFM Analyst and DHR Operations Bureau Chief. 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, budget workbooks detailing individual pay changes that contain personnel information should be submitted to the agency's respective DFM Analyst and DHR Operations Bureau Chief for review along with the agency CEC plan. Please submit the workbook in draft format with a "draft" watermark across all pages⁶.

⁶ DHR will provide each agency with a budget workbook template to capture all applicable data.

Effective Dates

FY 2026 Implementation

- The **effective date** must be **June 8, 2025**⁷ (Pay Date July 3, 2025)⁸.
 - The Luma update action will be loaded with this same effective date.
- CEC plans must be **received by DFM Analyst/DHR Bureau Chief** no later than **April 25, 2025**.

Approved Plan Final ISD Upload 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 Luma⁹. 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.

\$1.05 - \$1.55 Increase for Employees in Permanent Positions Based on Merit

- For the \$1.05 - \$1.55 per hour increase for permanent employees, Change Pay Rate reason **CEC MERIT INCREASE** should be used. The comment should read **"FY 2026 CEC Merit Increase."**

4.5% Increase for IT and Engineering Employees

- For the 4.5% increase for eligible IT and engineering employees, the Change Pay Rate reason **CEC DISTRIBUTION** should be used. The comment should read **"FY 2026 CEC IT ENG."**

Greater of \$1.55 or 3% Increase for Nursing and Healthcare Employees

- For the difference between the \$1.55 per hour, or 3% increase for eligible nursing and healthcare employees, the Change Pay Rate reason **CEC DISTRIBUTION** should be used. The comment should read **"FY 2026 CEC NURSING HC."**

8% Increase for Idaho State Police Troopers

- For the 8% increase for Troopers, the Change Pay Rate reason **CEC DISTRIBUTION** should be used. The comment should read **"FY 2026 CEC TROOPER."**

Payline Move (for Classified employees)

- For any necessary adjustments to the minimum of the new pay schedule, Change Pay Rate reason **C PAYLINE MVMT UP** (classified). The comment should read **"FY 2026 Payline Movement Up."**

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

⁷ For eligible employees who have completed probation (classified employees) or been employed at least six (6) months (non-classified employees). Other employees hired on or before March 29, 2025, are eligible upon completion of probation.

⁸ Employees with contractual agreements will be implemented according to their contract dates.

⁹ Agencies not in Luma will have a separate process.

put a placeholder of \$1.55 for the Director's increase in their workbook.

Appendix A: FY 2026 Primary Structure
 Effective 6/8/2025

Luma Salary Structure Grade	Pay Grade	Minimum Points	Grade Points	Maximum Points	Hourly			Annual		
					Minimum	Policy	Maximum	Minimum	Policy	Maximum
1	D	Below 110 Points			\$7.25	\$14.05	\$21.08	\$21,918	\$29,224	\$43,836
2	E	110	119	130	\$12.16	\$16.21	\$24.32	\$25,293	\$33,724	\$50,586
3	F	131	142	154	\$13.42	\$17.90	\$26.84	\$27,918	\$37,224	\$55,836
4	G	155	169	184	\$14.94	\$19.92	\$29.87	\$31,068	\$41,424	\$62,136
5	H	185	201	219	\$16.81	\$22.42	\$33.62	\$34,968	\$46,624	\$69,936
6	I	220	240	262	\$19.01	\$25.35	\$38.02	\$39,543	\$52,724	\$79,086
7	J	263	286	312	\$21.25	\$28.33	\$42.49	\$44,193	\$58,924	\$88,386
8	K	313	341	372	\$23.91	\$31.89	\$47.83	\$49,743	\$66,324	\$99,486
9	L	373	406	443	\$27.12	\$36.17	\$54.25	\$56,418	\$75,224	\$112,836
10	M	444	485	528	\$30.91	\$41.21	\$61.82	\$64,293	\$85,724	\$128,586
11	N	529	578	630	\$35.42	\$47.22	\$70.83	\$73,668	\$98,224	\$147,336
12	O	631	688	750	\$39.67	\$52.90	\$79.34	\$82,518	\$110,024	\$165,036
13	P	751	828	904	\$44.90	\$59.87	\$89.80	\$93,393	\$124,524	\$186,786
14	Q	905	998	1,090	\$51.43	\$68.57	\$102.85	\$106,968	\$142,624	\$213,936
15	R	1,091	1,176	1,292	\$58.85	\$78.47	\$117.71	\$122,418	\$163,224	\$244,836
17	T	1,532	1,665	1,822	\$67.87	\$90.49	\$135.74	\$141,168	\$188,224	\$282,336
19	V	2,167	2,354	2,575	\$82.29	\$109.72	\$164.58	\$171,168	\$228,224	\$342,336

Appendix B: FY 2026 Public Safety Structure and Positions

Effective 6/8/2025

Luma Salary Structure Grade	Pay Grade	Minimum Points	Grade Points	Maximum Points	Hourly			Annual		
					Minimum	Policy	Maximum	Minimum	Policy	Maximum
1	D	Below 110 Points			\$7.25	\$15.97	\$23.96	\$24,918	\$33,224	\$49,836
2	E	110	119	130	\$12.16	\$16.21	\$24.32	\$25,293	\$33,724	\$50,586
3	F	131	142	154	\$13.42	\$17.90	\$26.84	\$27,918	\$37,224	\$55,836
4	G	155	169	184	\$14.94	\$19.92	\$29.87	\$31,068	\$41,424	\$62,136
5	H	185	201	219	\$18.47	\$24.63	\$36.94	\$38,418	\$51,224	\$76,836
6	I	220	240	262	\$21.72	\$28.95	\$43.43	\$45,168	\$60,224	\$90,336
7	J	263	286	312	\$23.73	\$31.65	\$47.47	\$49,368	\$65,824	\$98,736
8	K	313	341	372	\$26.11	\$34.82	\$52.23	\$54,318	\$72,424	\$108,636
9	L	373	406	443	\$29.00	\$38.67	\$58.00	\$60,318	\$80,424	\$120,636
10	M	444	485	528	\$32.39	\$43.18	\$64.78	\$67,368	\$89,824	\$134,736
11	N	529	578	630	\$36.46	\$48.62	\$72.93	\$75,843	\$101,124	\$151,686
12	O	631	688	750	\$40.68	\$54.24	\$81.36	\$84,618	\$112,824	\$169,236
13	P	751	828	904	\$45.95	\$61.26	\$91.89	\$95,568	\$127,424	\$191,136
14	Q	905	998	1,090	\$52.44	\$69.92	\$104.87	\$109,068	\$145,424	\$218,136
15	R	1,091	1,176	1,292	\$58.85	\$78.47	\$117.71	\$122,418	\$163,224	\$244,836
17	T	1,532	1,665	1,822	\$67.87	\$90.49	\$135.74	\$141,168	\$188,224	\$282,336
19	V	2,167	2,354	2,575	\$82.29	\$109.72	\$164.58	\$171,168	\$228,224	\$342,336

CONSERVATION OFFICER

CONSERVATION OFFICER DISTRICT

CONSERVATION OFFICER REGIONAL

CONSERVATION OFFICER SENIOR

CORRECTIONAL CORPORAL

CORRECTIONAL LIEUTENANT

CORRECTIONAL MANAGER 1

CORRECTIONAL MANAGER 2

CORRECTIONAL MANAGER 3

CORRECTIONAL OFFICER

CORRECTIONAL SERGEANT

CORRECTIONAL SPECIALIST

CORRECTIONAL SPECIALIST SUPERVISOR

FISH & GAME ENFORCEMENT ASSISTANT CHIEF

FISH & GAME ENFORCEMENT BUREAU CHIEF

ISP CAPTAIN

FIRE MARSHAL CHIEF DEPUTY

ISP LIEUTENANT

ISP MAJOR

ISP SERGEANT

ISP SPECIALIST

ISP TROOPER

ISP TROOPER RECRUIT

PROBATION & PAROLE OFFICER

PROBATION & PAROLE OFFICER LEAD

PROBATION & PAROLE OFFICER SENIOR

REHABILITATION SPECIALIST ASSOCIATE DJC

REHABILITATION SPECIALIST DJC

REHABILITATION SUPERVISOR DJC

REHABILITATION TECH TRAINEE DJC

REHABILITATION TECHNICIAN DJC

REHABILITATION TECHNICIAN II DJC

FIRE MARSHAL DEPUTY

Appendix C: FY 2026 IT & Engineering Structure and Positions

Effective 6/8/2025

Luma Salary Structure Grade	Pay Grade	Minimum Points	Grade Points	Maximum Points	Hourly			Annual		
					Minimum	Policy	Maximum	Minimum	Policy	Maximum
1	D	Below 110 Points			\$7.25	\$14.05	\$21.08	\$21,918	\$29,224	\$43,836
2	E	110	119	130	\$12.16	\$16.21	\$24.32	\$25,293	\$33,724	\$50,586
3	F	131	142	154	\$13.42	\$17.90	\$26.84	\$27,918	\$37,224	\$55,836
4	G	155	169	184	\$14.94	\$19.92	\$29.87	\$31,068	\$41,424	\$62,136
5	H	185	201	219	\$19.12	\$25.49	\$38.24	\$39,768	\$53,024	\$79,536
6	I	220	240	262	\$21.10	\$28.14	\$42.20	\$43,893	\$58,524	\$87,786
7	J	263	286	312	\$23.48	\$31.31	\$46.96	\$48,843	\$65,124	\$97,686
8	K	313	341	372	\$26.33	\$35.11	\$52.66	\$54,768	\$73,024	\$109,536
9	L	373	406	443	\$29.72	\$39.63	\$59.44	\$61,818	\$82,424	\$123,636
10	M	444	485	528	\$33.90	\$45.20	\$67.81	\$70,518	\$94,024	\$141,036
11	N	529	578	630	\$38.84	\$51.79	\$77.69	\$80,793	\$107,724	\$161,586
12	O	631	688	750	\$42.20	\$56.26	\$84.39	\$87,768	\$117,024	\$175,536
13	P	751	828	904	\$46.31	\$61.74	\$92.61	\$96,318	\$128,424	\$192,636
14	Q	905	998	1,090	\$51.43	\$68.57	\$102.85	\$106,968	\$142,624	\$213,936
15	R	1,091	1,176	1,292	\$58.85	\$78.47	\$117.71	\$122,418	\$163,224	\$244,836
17	T	1,532	1,665	1,822	\$67.87	\$90.49	\$135.74	\$141,168	\$188,224	\$282,336
19	V	2,167	2,354	2,575	\$82.29	\$109.72	\$164.58	\$171,168	\$228,224	\$342,336

DATA SCIENTIST	IT INFO SYS AND INFR ENG I
ENGINEER ASSOCIATE	IT INFO SYS AND INFR ENG II
ENGINEER INTERN	IT INFO SYS AND INFR ENG III
ENGINEER, MANAGER 1	IT INFO SYS AND INFR ENG IV
ENGINEER, MANAGER 2	IT MANAGER I
ENGINEER, MANAGER 3	IT MANAGER II
ENGINEER, STAFF	IT MANAGER III
ENGINEER, TECHNICAL 1	IT MANAGER IV
ENGINEER, TECHNICAL 2	IT MANAGER V
ENGINEERING ASST, TRANSP	IT NETWORK ENGINEER I
ENGINEERING TECH SR, P&R	IT NETWORK ENGINEER II
GEOLOGIST, ENG	IT NETWORK ENGINEER III
GEOLOGIST, ENG ASST	IT NETWORK ENGINEER IV
GIS ANALYST I	IT OPS & SUPPORT ANALYST I
GIS ANALYST II	IT OPS & SUPPORT ANALYST II
GIS ANALYST III	IT OPS & SUPPORT ANALYST III
GIS ASSOCIATE	IT OPS & SUPPORT SR TECHNICIAN
IT ARCHITECT I	IT OPS & SUPPORT TECHNICIAN
IT ARCHITECT II	IT OPS & SUPPORT ASSOCIATE TECH
IT ARCHITECT III	IT SOFTWARE ENGINEER ASSOCIATE
IT ARCHITECT IV	IT SOFTWARE ENGINEER I
IT DATABASE ADMIN ANALYST I	IT SOFTWARE ENGINEER II
IT DATABASE ADMIN ANALYST II	IT SOFTWARE ENGINEER III

Appendix C: FY 2026 IT & Engineering Structure and Positions, cont.

IT DATABASE ADMIN ANALYST III

IT DATABASE ADMIN ANALYST IV

IT INFO MGT SPECIALIST I

IT INFO MGT SPECIALIST II

IT INFO MGT SPECIALIST III

IT INFO SECURITY ENGINEER I

IT INFO SECURITY ENGINEER II

IT INFO SECURITY ENGINEER III

IT INFO SECURITY ENGINEER IV

IT SOFTWARE ENGINEER IV

IT SOFTWARE ENGINEER TRAINEE

LAND SURVEYOR, TRANS

LAND SURVEYOR-IN-TRNG

REMOTE SNSG ANALYST STAFF

REMOTE SNSG ANALYST TECH

TRANSP TECH PRIN, ENGNRNG

TRANSPORTATION TECH SR

TECHNICAL ENGINEER SERVICES LEADER

Appendix D: FY 2026 IT & Engineering Non-Classified Positions

Class Code	Classification Title	Class Code	Classification Title
20121	Administrator - ITS	27420	IT Programmer
28109	Chief Information Officer	28175	IT Project Coordinator
27311	Data Systems Coordinator	27424	IT Requirements Analyst
28106	Deputy Chief Info Security Officer	28202	IT Scrum Master
28201	Deputy CIO IT	27425	IT Security Engineer
16259	Director IT	28129	IT Service Desk Technician
20945	Information Security Officer	22752	IT SPECIALIST (NETWORK)
L3624	Information Systems Auditor	27326	IT Support Specialist
17045	Instructional Technology Specialist	28141	IT Sys Analyst
28156	IT App Analyst I II Sr	27422	IT Systems Analyst
28155	IT Application Spec I II Sr	28174	IT Systems Engineer (Storage)
L3732	IT Auditor Senior	28187	IT Systems Engineer (Virtual)
L3689	IT Digital Transformation	L3691	IT Systems Infrastructure Engr II
28203	IT Enterprise Tech Architect	20283	IT Systems Integration Anyst (Cust Supp)
13450	IT Manager	22438	IT Systems Operator Associate
28135	IT Manager Infrastructure	28172	Lead IT Data & Technologies
20313	IT Mgr Enterprise Infrastr	27418	LSO IT Prgmr Analyst Sr
22753	IT NETWORK ANALYST SR	22239	Sr. Desktop Support Spec
27423	IT Nw Support Specialist, Sr	L3735	System Audit Manager
22404	IT Ops Analyst SCO	20282	Technology Officer Chief
28198	IT Platform & Solutions Admin	22007	Trans Engineering Div Admin
28162	IT Portal Developer	15765	Web Services Manager

Appendix E: FY 2026 Nursing & Healthcare Structure and Positions

Effective 6/8/2025

Luma Salary Structure Grade	Pay Grade	Minimum Points	Grade Points	Maximum Points	Hourly			Annual		
					Minimum	Policy	Maximum	Minimum	Policy	Maximum
1	D	Below 110 Points			\$7.25	\$14.05	\$21.08	\$21,918	\$29,224	\$43,836
2	E	110	119	130	\$12.16	\$16.21	\$24.32	\$25,293	\$33,724	\$50,586
3	F	131	142	154	\$13.42	\$17.90	\$26.84	\$27,918	\$37,224	\$55,836
4	G	155	169	184	\$14.94	\$19.92	\$29.87	\$31,068	\$41,424	\$62,136
5	H	185	201	219	\$16.81	\$22.42	\$33.62	\$34,968	\$46,624	\$69,936
6	I	220	240	262	\$19.01	\$25.35	\$38.02	\$39,543	\$52,724	\$79,086
7	J	263	286	312	\$21.25	\$28.33	\$42.49	\$44,193	\$58,924	\$88,386
8	K	313	341	372	\$24.67	\$32.90	\$49.34	\$51,318	\$68,424	\$102,636
9	L	373	406	443	\$28.78	\$38.38	\$57.57	\$59,868	\$79,824	\$119,736
10	M	444	485	528	\$33.61	\$44.82	\$67.23	\$69,918	\$93,224	\$139,836
11	N	529	578	630	\$37.15	\$49.53	\$74.30	\$77,268	\$103,024	\$154,536
12	O	631	688	750	\$40.61	\$54.15	\$81.22	\$84,468	\$112,624	\$168,936
13	P	751	828	904	\$44.90	\$59.87	\$89.80	\$93,393	\$124,524	\$186,786
14	Q	905	998	1,090	\$48.04	\$64.05	\$96.08	\$99,918	\$133,224	\$199,836
15	R	1,091	1,176	1,292	\$58.85	\$78.47	\$117.71	\$122,418	\$163,224	\$244,836
17	T	1,532	1,665	1,822	\$67.87	\$90.49	\$135.74	\$141,168	\$188,224	\$282,336
19	V	2,167	2,354	2,575	\$82.29	\$109.72	\$164.58	\$171,168	\$228,224	\$342,336

CLINICIAN

CLINICAL SUPV

NURSING ASSISTANT CERTIFIED

NURSING ASSISTANT CERTIFIED - SENIOR

NURSE, ADVANCED PRACTICE

NURSE, LICENSED PRACTICAL

NURSE, REGISTERED

NURSE, REGISTERED MANAGER

NURSE, REGISTERED SENIOR

NURSING ASST CERT

NURSING ASST, CERTIFD-SR

NURSING SERVICES DIR

PHARMACIST, CLINICAL

PHARMACY ASST, SR

PHARMACY SVCS SPEC

PHARMACY SVCS SUPV

PHARMACY/DATA INVNTRY SP

PHYSICAL OCC THERAPY AID

PHYSICIAN, MED CLINIC - INST

PHYSICIAN, PSYCH SPECIALTY

PSYCHOLOGIST

PSYCHOLOGY, CHF OF

THERAPIST

THERAPIST, EARLY INTERVENTION

SOCIAL WORKER

BEHAVIORAL HEALTH CHIEF

CLINICAL SPECIALISTS

SOCIAL SERVICES DIRECTOR BEHAV HLTH

SOCIAL SERVICES DIRECTOR - ISVH

Appendix F: Statewide Compensation Policy

The State of Idaho's [Compensation Policy](#) is available on the DHR website at.

Appendix G: CEC Plan Template and Budget Workbook

Agencies are required to use the CEC Plan Template and Budget Workbook when submitting their plans. These templates are available on the DHR website: <https://dhr.idaho.gov/state-employee-compensation/>. DHR will work with agencies to pull reports to create their budget workbook.

Appendix H: 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_FY26CECMemo_Draft/Final_Date]¹⁰ outlining the following:
- Planned distribution for each applicable component of the CEC Plan.
- Eligibility Criteria – Refer to each applicable component for eligibility criteria.
- Confirmation that all eligible employees have completed their annual statewide respectful workplace and cybersecurity training(s).
- 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 utilizing the CEC Plan template on the DHR website.
- Summary of agency financials including the agency's appropriation bill, the total expenditure from the allocated budget, and the unspent funds reverted.
- Workbooks 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 workbook in draft format and saved as [Agency #_Agency Name_FY26CECWorkbook].
- Once the agency has received final approval of the CEC plan, they will input the applicable data in the provided Luma ISD Upload Spreadsheet.

¹⁰ Example: 194_Division of Human Resources_FY26CECMemo_Draft_04.15.2025.

Matrix Requirements

- A matrix shall be used to distribute funding for Component 1, the \$1.05 to \$1.55 per hour merit-based portion¹¹.
 - All employees, *excluding* Troopers, will be processed through the matrix.
 - IT/Engineering employees will be processed through the matrix and will also receive a 4.5% increase to their base salary.
 - Nursing/Healthcare employees who do not meet the minimum required increase through the matrix will receive an additional increase outside of the matrix.
 - Troopers will not be processed through the matrix.
- Performance must be a factor.
- All eligible employees have completed their annual statewide respectful workplace and cybersecurity training(s).
- The matrix must also indicate the number of employees who call within each cell of the matrix.

FY 2026 Merit-Based Matrix

	Does Not Achieve / Entrance Prob	Achieves	Solid Sustained	Exemplary	Total
	\$0	\$1.05	\$1.30	\$1.55	
	# ees	# ees	# ees	# ees	# ees / \$
Total % of EEs	X%	X%	X%	X%	100%
Total # of EEs	# ees	# ees	# ees	# ees	Total ¹²

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 2026. Please contact DHR for sample letters.

¹¹ If the agency does not have sufficient funds to process employees through the provided matrix, they must work with their DHR Bureau Chief for alternative options.

¹² This should equal the Agency FY26 FTP Appropriation – minus the number of vacancies.