



COMMONWEALTH of VIRGINIA

Department of Human Resource Management

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MEMORANDUM

TO: Virginia Information Technologies Investment Board
Governor
Chairman, House Appropriations Committee
Chairman, Senate Finance Committee
Joint Legislative Audit and Review Commission

FROM: Sara Redding Wilson

SUBJECT: VITA Conformity to Pay Action Policy

Provision F.2. of Item 463 in the 2005 Appropriation Act instructs the Department of Human Resource Management (DHRM) to issue a report on any material deviations from policy by the Virginia Information Technologies Agency (VITA) regarding compensation actions.

The attached report follows that instruction.

VITA conformed to DHRM policy requirements during the period of the report.

C: Secretary of Administration
Chief Information Officer
Division of Legislative Automated Systems

Commonwealth of Virginia
Department of Human Resource Management

**Pay Actions in the Virginia Information Technologies Agency
October 2004 – September 2005**

Executive Summary

The Department of Human Resource Management found that the Virginia Information Technologies Agency had no material deviation from compensation policy or procedure.

Background

Item 463 at F.2. in the 2005 Appropriation Act requires the Department of Human Resource Management (DHRM) to:

report its findings of any material deviations from [its compensation] policies or procedures [by the Virginia Information Technologies Agency] and the corrective actions that have been taken to the Virginia Information Technologies Investment Board, the Governor, the Chairmen of the House Appropriations and Senate Finance Committees, and the Joint Legislative Audit and Review Commission.

This report fulfills that obligation.

Findings

DHRM considered any pay action that exceeded the caps set by its compensation policy to be a “material deviation.” Where caps were inapplicable, it considered whether the amount of change in compensation was reasonable, based on its experience with similar transactions by other agencies.

DHRM reviewed all pay transactions entered by the Virginia Information Technologies Agency (VITA) into the Personnel Management Information System (PMIS). Last year’s report covered the period July – September 2004. This present report covers the period October 2004 – September 2005. During this period VITA entered 389 salary transactions, summarized in Attachment 1, and 19 bonus transactions, summarized in Attachment 2.

Though some actions initially appeared to constitute material deviations because they exceeded usual limits, further investigation revealed that they were either allowable exceptions or inaccurate recordings of actions that were subsequently corrected.

Conclusion

During the study period all of VITA’s actions either were consistent with DHRM policies or were implemented according to allowances for exceptional actions.

Attachment 1

VITA Employee Salary Transactions October 2004 - September 2005

Counts of Transactions

Transaction	Cap	Note	Count
Original Appointment	15%	1	78
Rehire	15%	1	13
Voluntary Transfer - Competitive	15%		21
Voluntary Transfer - Non-Competitive	10%		5
Promotion	15%	1	22
Voluntary Demotion	Not set	2	3
In-Band - Change Duties	10%	3	28
In-Band - Internal Alignment	10%	3	12
In-Band - New KSAs	10%	3	4
In-Band – Retention	10%	3	7
Competitive Offer	Not set	2	7
Role Change – Lateral	10%		27
Role Change – Upward	10%		39
Role Change – Downward	Not set	2	32
Temporary Pay - Acting Status	10%	4	14
Temporary Pay - End Acting Status	NA		5
Temporary Pay - Additional Duties	10%	4	8
Temporary Pay - End Additional Duties	NA		4
Temporary Pay - Special Assignment	10%	4	1
Temporary Pay - End Special Assignment	NA		1
Salary Field Change - Routine	Not set	2	2
Salary Field Change - Non-Routine	Not set	2	10
Agency Special Rate	Not set	2	46
TOTAL			389

Notes:

- All actions must keep salaries within their respective bands, except special rates.
- NA – Not applicable. The action removes the temporary pay rate.
- 1 – May exceed 15% with agency head authorization and notice to DHRM.
- 2 – Negotiate the amount, guided by the 13 pay factors, and document the determination.
- 3 – In-Band Adjustments are cumulative within a fiscal year. The cap applies to the entire year.
- 4 – The 10% cap applies to in-band actions. Assignments to a higher pay band have a 15% cap.

Attachment 2

**VITA Employee Bonus Awards
October 2004 - September 2005**

Counts of Awards

Type of Award	Cap	Count
Recognition Award - Monetary	\$2,000	12
Recognition Award - Leave Hours	5 days	2
Sign-On Bonus Pay-Out	\$10,000	4
Sign-On Leave Advance	30 days	1
TOTAL		19