



# 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 426 in the 2006 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 2005 – September 2006**

**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 426 at F.2. in the 2006 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) during the period October 2005 – September 2006. During this period VITA entered 264 salary transactions, summarized in Attachment 1, and 24 bonus and award transactions, summarized in Attachment 2.

Some actions initially appeared to constitute material deviations because they exceeded usual limits. Closer examination, however, 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 2005 - September 2006**

**Counts of Transactions**

Transaction	Cap	Note	Count
Original Appointment	15%	1	27
Rehire	15%	1	2
Voluntary Transfer - Competitive	15%		17
Voluntary Transfer - Non-Competitive	10%		0
Promotion	15%	1	26
Voluntary Demotion	Not set	2	0
In-Band - Change Duties	10%	3	20
In-Band - Internal Alignment	10%	3	19
In-Band - New KSAs	10%	3	5
In-Band - Retention	10%	3	3
Competitive Offer	Not set	2	5
Role Change - Lateral	10%		2
Role Change - Upward	10%		25
Role Change - Downward	Not set	2	1
Temporary Pay - Acting Status	10%	4	23
Temporary Pay - End Acting Status	NA		14
Temporary Pay - Additional Duties	10%	4	12
Temporary Pay - End Additional Duties	NA		4
Temporary Pay - Special Assignment	10%	4	0
Temporary Pay - End Special Assignment	NA		0
Salary Field Change - Routine	Not set	2	2
Salary Field Change - Non-Routine	Not set	2	5
Agency Special Rate - Remove	NA		6
Agency Special Rate - Reduce	Not set	2	2
Agency Special Rate - Increase	Not set	5	38
Agency Special Rate - New	Not set	2	6
<b>TOTAL</b>			<b>264</b>

**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.
- 5 - Special rates that are a percent of salary are increased when performance increases occur.

**Attachment 2**

**VITA Employee Bonuses and Awards  
October 2005 - September 2006**

**Counts of Bonuses and Awards**

Type of Bonus or Award	Cap	Count
Change of Duties Bonus	10% of base	2
Recognition Award - Monetary	\$2,000	7
Recognition Award - Leave Hours	5 days	5
Sign-On Bonus Pay-Out	\$10,000	4
Sign-On Leave Addition	30 days	1
Sign-On Leave Advance	30 days	5
TOTAL		24