



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 D.2. of Item 434 in the 2009 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 2008 – September 2009**

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 434 at D.2. in the 2009 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 2008 – September 2009. During this period VITA entered 27 salary transactions, summarized in Attachment 1, and 18 bonus and award transactions, summarized in Attachment 2.

None of the recorded actions deviated materially from the limits allowed by DHRM policies and procedures.

Conclusion

During the study period all of VITA’s actions were consistent with DHRM policies and procedures.

Attachment 1

**VITA Salary Transactions
October 2008 - September 2009**

Counts of Transactions

Transaction	Cap	Note	Count
Original Appointment	15%	1	9
Rehire	15%	1	1
Transfer - Voluntary – Competitive	15%		1
Transfer - Voluntary - Non-Competitive	10%		1
Promotion	15%	1	1
Demotion – Voluntary	Not set	2	1
In-Band Adjustment - Change in Duties	10%	3	0
In-Band Adjustment - Internal Alignment	10%	3	4
In-Band Adjustment - New Knowledge, Skills, and Abilities	10%	3	1
In-Band Adjustment – Retention	10%	3	0
Competitive Offer	Not set	2	0
Role Change – Upward	10%		8
Role Change – Downward	Not set		0
Role Change – Lateral	10%		0
Temporary Pay - Acting Status	10%	4	0
Temporary Pay - End Acting Status	NA		0
Temporary Pay – Increase	Not set	5	0
Agency Special Rate – Increase	Not set	5	0
TOTAL			27

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 – Amounts that are a percent of salary increase when performance increases occur.

Attachment 2

**VITA Bonuses and Awards
October 2008 - September 2009**

Counts of Bonuses and Awards

Type of Bonus or Award	Cap	Count
Retention Bonus	\$10,000	0
Retention Leave - Additional	30 days	0
Recognition Award - Monetary	\$2,000	3
Recognition Award - Leave Hours	5 days	13
Sign-On Bonus Pay-Out	\$10,000	1
Sign-On Leave - Additional	30 days	1
Sign-On Leave - Advanced	30 days	0
TOTAL		18