

Operation of Civil Service Pay Plan

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As a result of legislative action the Civil Service Pay Plan for the classified service became effective on March 1, 1947. Concurrently with this effective date civil service regulations dealing with classifications and pay became applicable. The pay plan thus went into operation four months earlier than had originally been planned in the budget and civil service calculations. In placing the plan into effect, funds were provided by the legislature to bring those employees under minimum rates up to the new minimums for their classes. Although other salary adjustments for employees within ranges were permitted on the basis of budget and civil service rules, the principal effect of the installation of the pay plan was to bring all employees who were below the minimum rates to the new minimum rates.

The New Rules

The following rules were provided in an executive order signed by the Governor for adjustment to the plan:

First, except for certain emergency or temporary employees, any employee whose salary was below the minimum was automatically raised, as of March 1, to the minimum rate. Those employees on hourly rate jobs were placed at the hourly rate specified in the pay plan for their jobs.

Second, after March 1, and until July 1, 1947, any employee whose salary was within the range might be eligible for increase depending upon the time of his last salary increase, availability of funds and merit. Any employee who was at a minimum rate would be *eligible* to be advanced to the next step upon the completion of six months' service at the minimum rate. Exclusive of the \$10.00 blanket cost of living adjustment given last June, employees who had one year of service without other salary advancement and

who were within their range would be eligible to be increased to the next higher step. If such advancement was less than one-half a normal step, one further step increase would be permitted. In no case could any person over the maximum rates be advanced.

Finally, beginning on July 1, salary advancements will be made on either July 1, or January 1, with the exception of salary increases permitted for the completion of the six months' service at the minimum rate. In general, eligibility for salary advancements for employees within ranges will require at least one year of service since the last increase was received by an employee. If employees are promoted to higher classes they are of course subject to the higher pay range at time of promotion.

The above regulations provided salary adjustments for many employees. It should be remembered, however, that under the Civil Service program no salary increase is automatic but any increase is based upon merit, length of service, eligibility under civil service regulations and the availability of funds for that purpose.

Commission's Policy

In developing a salary plan for state employees the Commission in its recommendations had the alternative of setting lower and relatively narrow ranges of pay which might provide opportunity for immediate salary adjustment in a limited amount for all employees, or the alternative of setting reasonable salary ranges which would over a period of time give employees real incentives and opportunities for advancement. The Commission chose this second alternative after careful and deliberate study. Generally speaking, except for the highest pay levels, which are narrower in spread, each range provides for approximately a 30 percent increase in maximum rate over minimum rate. It is believed that employees