

ADVISORY GROUP ON Civil Service and Employee Benefits

PROPOSAL #: AGCS # 60

SUBJECT: Unclassified employees

DATE ADOPTED BY ADVISORY GROUP: November 23, 2009

COMMISSION ACTION: _____ **DATE:** _____

RECOMMENDATION: The legislature should inquire during the budgeting process about the extent to which an agency's unclassified employees are required to meet the same standards as the classified employees in order to be eligible for any pay increase, whether it is a one-time payment or a permanent increase; in particular, the legislature should determine whether an agency's unclassified managers receive pay increases even if they have not complied with the requirements applicable to classified managers regarding completion of the performance reviews of the employees supervised.

Summary Description/Nature of Change	Key/Implementation Responsibilities	Need	Action Needed	Benefit/Saving	Done/ Study
The legislature should inquire during the budgeting process about the extent to which an agency's unclassified employees are required to meet the same standards as the classified employees in order to be eligible for any pay increase, whether it is a one-time payment or a permanent increase; in particular, the legislature should determine whether an agency's unclassified managers receive pay increases even if they have not complied with the requirements applicable to classified managers regarding completion of the performance reviews of the employees supervised.	Legislature; agencies	To provide review of whether an agency is requiring appropriate actions of its managers with regard to supervision of the agency's employees	Legislative inquiry; agency response	Assures that classified employees who are supervised by unclassified employees receive performance reviews; assures that any unclassified manager who does not review employees but who receives pay increases is identified.	