

FUNDING SOURCES

Centralized Funding - G00005-125051-1210	Department's Responsibility to find a viable funding source
<ul style="list-style-type: none"> <li>•Bonuses (contractual)</li> <li>•Across-the-board increases (contractual &amp; non-bargained for)</li> <li>•Longevity increases (contractual)</li> <li>•Step increases</li> <li>•Reclassifications (IT Contractual only)</li> <li>•Health care bonuses (added to base and non-base)</li> <li>•Broad Band Increases (AP's)</li> <li>•Transfers Over/Under Salary Budget</li> </ul> <p>Note: Longevity increases (non-base, contractual) - <b>BD04's</b> - <b>Account 1350</b></p> <p><i>Files for any salary increases will be sent from HR</i></p>	<ul style="list-style-type: none"> <li>•Equity adjustment</li> <li>•Market/retention adjustment</li> <li>•Reclassifications (non-contractual)</li> <li>•Discretionary adjustment</li> <li>•Pay Compression</li> <li>•FTE (full-time equivalent) adjustments</li> <li>•Hiring over budget (hiring below budget is departmental savings)</li> <li>•Overlap in positions for short-term training - <b>BD04's</b></li> <li>•One-time costs (training, seminars, etc.) - <b>BD04's</b></li> </ul> <p><i>Note: Transfers and bumping to be funded (or savings realized) from a Central Account (ATB Account)</i></p>
Descriptions:	Descriptions:
<p><b>Bonuses: Example PT Lump Sums in lieu of ATB increases</b></p> <p><b>Across-the-board increases:</b> contractual annual increases dictated by each contract, usually effective at the beginning of the fiscal year. Non-contractual NBF (merit) increases determined on an annual basis.</p> <p><b>Longevity increases: (PT's)</b> - automatic increase based on years of service in the same classification/grade - based on contract.</p> <p><b>Longevity increases (non-base, lump sum):</b> Longevity increases based on years of service -( <b>FM's</b>) receive increases in November - (<b>CA's, CP's, PS's</b>) -throughout the year - <b>BD04's</b></p> <p><b>Step increases:</b> similar to longevity increases - increase in pay based on length of service in same grade/class (<b>FM's, CS's, CP's</b>)</p> <p><b>Reclassification (Contractual Only):</b> IT (PT's) have contractual commitment to reclassify after employee has been in position for a certain amount of time.</p> <p><b>Health care bonuses:</b> either a lump sum (not added to base) or a salary increase to help cover the cost of healthcare.</p> <p><b>Broad Band increases:</b> jobs with similar responsibilities, skill requirements and disciplines are grouped in bands of job families.</p> <p><b>Supervisor/Subordinate increases:</b> Per PT contract, PT supervisors get paid 10% above highest subordinate.</p> <p><b>Transfers over/under budget:</b> Employee transfers to another position at higher/lower rate of pay than the salary budget.</p>	<p><b>Equity Adjustments:</b> base pay adjustment to address internal inequity based on gender, race or supervisor/subordinate inequity</p> <p><b>Market/Retention adjustments:</b> base pay adjustments to address external equity compensation comparisons to the market - - or retention issues</p> <p><b>Reclassification (excluding PT's in IT):</b> Change in job specification - budgeted salary increase/decrease</p> <p><b>Discretionary adjustment:</b> base pay adjustment based on employee's performance</p> <p><b>Pay Compression:</b> base pay adjustment to address a small difference in pay between employees regardless of their skills or experience. Also addresses the market rate outpacing the increases historically given to high tenure employees</p> <p><b>FTE:</b> full-time equivalent = 100% position</p> <p><b>Hiring over budget:</b> new hire salary over budgeted salary for that position</p> <p><b>Overlap in positions:</b> when an employee is leaving a position, but remains for a short period of time to train new incumbent-<b>BD04's</b></p> <p><b>One-Time Costs:</b> Training (if contractual will be funded from a Central Account), conferences, scholarships, Swoop food pantry, etc. - <b>BD04's</b> Note: If non-contractual, department is responsible for funding</p>
Other:	Other:
<p><b>Interim assignment:</b> employee <b>moves to another position</b> short-term at a higher/lower budgeted salary. When assignment has been completed, employee returns to home position at former budgeted salary, receiving any missed ATB increases. <b>(Increases/Decreases Salary Savings)</b></p>	<p><b>Working out of class assignment:</b> <b>employee remains in home position</b>, but takes on additional duties and receives a temporary increase in salary. Employee's salary returns to former salary when assignment has been completed <b>(Decreases Salary Savings)</b>.</p>