



IT Appeal Clinic July 2019

Guidance on Appealing

Deciding whether to appeal

Walk through the salary changes to understand the implications

Employees reallocated into the IT Professional Structure on July 1, 2019 will have their initial salary determined as follows (IT MOU included in contracts):

- i. In those cases, where the employee's current salary exceeds the maximum amount of the salary range for the new position, the employee will continue to be compensated at the salary he or she was receiving prior to the reallocation downward, until such time as the employee vacates the position or their salary falls within the new salary range.*
- i. All other employees will have their salary in effect as of June 30, 2019 increased by 2.5% (two and one-half percent). Effective July 1, 2019 these employees will transition to the assigned range and step on the IT salary schedule for their family and level that is nearest to, but no less than, their adjusted salary, except that no employee will be placed higher than Step M on the new salary schedule.*
- i. The new IT Professional Structure salary schedule will then be adjusted to reflect any negotiated general wage increase effective July 1, 2019.*

Points to consider regarding salary impacts:

- Y-rated salaries that fall within the new salary range after the 3% increase is applied on July 1, 2019 will receive the next 3% increase on July 1, 2020 (because they will no longer be Y-rated)
- Employees will progress through the pay range, receiving a 5% increase on their anniversary (PID) date.
- Time previously spent at step L is preserved.
- Supervisors may be at any level and receive an additional 5% on top of base salary

Appealing the IT Reallocation

- Filing the Director's Review Request Form
 - <https://ofm.wa.gov/state-human-resources/reviews-appeals/directors-reviews>
 - Filing online is preferred but can also download paper form
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- **Appeal** (Request for Director's Review) must be filed (received) at OFM/State HR Director's Review Office **within 30 days of the date on the allocation determination letter**

Preparing written argument and supporting documents (exhibits) **AFTER** initial filing

- Timeframes extended for submitting written arguments and exhibits
- **90 days from July 1, 2019 or from the date of filing, if after July 1**
- Work with Council Representative to prepare written argument and exhibits

Getting started

- Review duties and responsibilities of position to see how they compare with scoring factors being evaluated:
 - Technical know-how (education and experience)
 - Scope (span of control and responsibility)
 - Impact on systems and services
 - Accountability
 - Organizational size (assigned to each employer)
 - Problem solving

Gather documents to support higher level

- Prior Position Description(s) in the ITS series showing higher level IT work
- Prior IT PDs evaluated at a higher level
- Performance Evaluation (not for performance but to illustrate work/expectations)
- Organizational charts
- Examples of work product
- Emails from managers or IT customers/counterparts that illustrate higher level IT work
- Certifications showing technical expertise required of the job
- Supporting documentation from supervisor/manager affirming higher level IT work

- Organize supporting documents to show logical progression (e.g. starting with most recent IT PD; organizational chart; prior PDs in descending order; examples of recent work showing higher level duties)
- The Request for a Director's Review will be the first exhibit; your written argument will be the second exhibit (followed by the logical order of supporting documents as noted above)
- Number each exhibit in the upper right corner (each document) and a running total of page numbers in the bottom right corner starting with page 1 of exhibit 1 and ending with the last page of last exhibit)

Include a **cover sheet** with each exhibit identifying the exhibit number and a short paragraph that answers the following:

- **What is the exhibit?**
- **What are you intending to demonstrate with the exhibit?**
- **How does it convey the higher level IT work you want to show?**
 - Point out how the exhibit meets the description of job family and level (use reference documents such as Evaluator's handbook (family descriptions; job level descriptions; and scoring factors to tie the work described to the higher level language)
 - Show how it exceeds the lower level; does not fit the family, level or paraprofessional or non-IT job class

- Prepare your written argument (exhibit 2) and point to specific references (exhibit and page number) in the exhibits to illustrate your points
- 3- 5 pages (just a guide) the tighter the argument the better it will read, but make sure you get all of the key points to show the higher level IT work. Write it as you would explain it and tie it to specific examples so the reviewer can follow your logic and see what you are submitting to prove your points.

Questions



Please contact the **Member
Connection Center at 1-833-MCC-
WFSE (833-622-9373)**