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Subject: Out-of-Cycle Wage Adjustments	Policy/Procedure Number: 00008
Effective: TBD	Review Date:
Applicable To: Chiefs of Staff, VT State Legislative Employees except House and Senate staff	Revision Date:
Issued By: Office of Legislative Human Resources	Approved By: Human Resources; Joint Legislative Management Committee

PURPOSE AND POLICY STATEMENT

The Vermont General Assembly strives to ensure that legislative staff positions are paid fairly and equitably. We endeavor to attract, reward, motivate, and retain employees through a balance of internal pay equity and market competitiveness.

House and Senate staff should reference their applicable policies regarding out-of-cycle wage adjustments.

DEFINITIONS

Out-of-Cycle Wage Adjustments—any adjustments to base salary excluding adjustments made as part of a fiscal year salary increase and/or annual pay program(s).

Pay Equity—within compensation, this is the practice of ensuring employees are being paid fairly without regard for race, color, gender, religion, sex, national origin, age, and/or disability for similar work performed.

GENERAL GUIDELINES

Out-of-Cycle Wage Adjustment Requests

Out-of-cycle wage adjustment requests must be requested by the appropriate director to the Office of Legislative Human Resources. Requests should include a justification that aligns with the applicable pay structure. If there is a change in job responsibilities or title, an updated job description should be included.

The Office of Legislative Human Resources will send any out-of-cycle wage adjustment requests for a director within the Legislative Branch to that director's



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applicable oversight committee. Requests should include a justification that aligns with the applicable pay structure.

Out-of-cycle wage adjustments are typically rare and are not meant to address merit. Applicable reasons for such adjustments may include:

- change in responsibilities with change in title (promotion, lateral, or demotion);
- change in primary responsibilities with no change in title; and/or
- matters of pay equity.

Out-of-Cycle Wage Adjustment Approvals

For legislative staff, the office director and the Director of Human Resources will review the request along with the justification for that request. The Director of Human Resources will consult with the Fiscal Officer on budgetary implications. The Director of Human Resources will ensure reasonable and equitable pay practices are being utilized across the Legislative Branch. Requests will be processed upon agreement between the office director and the Director of Human Resources; if agreement is not reached, the office director and the Director of Human Resources will jointly bring the request before the Joint Legislative Management Committee.

The director's applicable oversight committee will review and decide upon any out-of-cycle wage adjustment requests for directors within the Legislative Branch.

Out-of-Cycle Wage Adjustments for Chief of Staff Positions

Out-of-Cycle wage adjustments for the positions of chiefs of staff will be determined and approved by the Speaker of the House or the Senate President Pro Tempore, for their respective chief of staff positions. The Office of Legislative Human Resources will be available to offer guidance regarding these wage adjustments.

Process Parameters

Adjustments should stay within the range of the role, as defined by the applicable pay structures in place.



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Wage adjustments will be considered on a case-by-case basis.

Confidentiality should be maintained during the out-of-cycle wage adjustment discussions described in this policy so that the legislative staff member for whom such a request is made is not assured of an adjustment in advance and is instead notified of the final result of the request.

Processing Out-of-Cycle Wage Adjustments

The Office of Legislative Human Resources will process any out-of-cycle wage adjustments with a Personnel Action Request. The adjustment will be effective at the start of the next pay period following the date of approval and will not be retroactive unless extenuating circumstances apply.

This document is subject to change and is not intended to establish a contract of employment or any contractual rights.

Employees with questions, concerns, or disputes with the content of this policy must notify their direct supervisor/director or the Office of Legislative Human Resources at the Vermont General Assembly, Montpelier, VT, in writing, which may include e-mail.