

## In-Range Appointments/Reinstatements Agency Responsibilities

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When appointing or reinstating an employee with an in-range salary, it is the agency's responsibility to ensure the related education and experience of any lower-paid, classified employees within their agency, working in the same job classification and county are reviewed in comparison to that of the new-hire. This agency review is required, and only those employees with a similar combination of education and experience relating to the relevant job class specification may be approved to receive a salary adjustment.

### **KHRIS Report**

Transaction *ZPAQ0002 – DTC InRng Salary Compare* is an excellent resource to utilize when determining which employees need to be reviewed due to in-range appointments and reinstatements. The selection screen is preset to include information for classified employees, and the output fields are pertinent to the in-range review process. Reporting instructions are available on the HR website under Resources/Process-Reports/Personnel Administration for your reference.

### **Agency Review**

Once the potential impacts have been determined, the agency can proceed with reviewing the employees. Through this review, the agency must answer the following questions:

- 1) By how much does the new employee exceed the minimum requirements in the class specification?
- 2) Do other employees below the salary of the new employee exceed the minimum requirements by the same amount or more?

The agency should review employment applications for each of the individuals, considering any employment since the most recent application update. If any employee matches or exceeds the new employee's education and training, he must receive a salary adjustment equivalent to the salary of the new employee.

### **Special Experience Requirements**

Specific program experience is sometimes required, in addition to the minimum requirements of the job classification. If the agency has a strong business reason for requiring such experience, it is appropriate to consider this additional experience when comparing to the education and training of incumbent employees'. Proceed with caution, as program related experience is not listed on the job specification.

### **Agency Liability**

The employing agency will be tasked with defending the determination if an appeal should be filed. A fair and impartial review is necessary to ensure an accurate decision is made.