



## IT Centralization Employee Reference Guide: Policy Comparison

MERIT	Policy	DTI NON-MERIT
<ul style="list-style-type: none"> <li>Full-time employees work 37.5 hours or 40 hours as provided in the Budget Act</li> </ul>	<b>Hours</b>	<ul style="list-style-type: none"> <li>Full-time employees work 37.5 hours or 40 hours as provided in the Budget Act</li> </ul>
<ul style="list-style-type: none"> <li>Employee pay is based upon merit position classification and associated paygrade</li> </ul>	<b>Pay</b>	<ul style="list-style-type: none"> <li>Employee pay is based on salary analysis within position classification salary range</li> </ul>
<ul style="list-style-type: none"> <li>Performance reviews are conducted annually</li> <li>Employees receive an equal pay raise distribution per legislative order</li> </ul>	<b>Annual Performance Review</b>	<ul style="list-style-type: none"> <li>Performance reviews are conducted mid-year and annually</li> <li>DTI receives Legislative approved increases as a lump sum and are distributed as determined by the CIO</li> <li>Performance ratings are criteria used to determine salary increases</li> </ul>
<ul style="list-style-type: none"> <li>Employee accrual hours vary based upon years of service</li> </ul>	<b>Annual Leave</b>	<ul style="list-style-type: none"> <li>Employee accrues annual leave at 13.25 hours per month</li> </ul>
<ul style="list-style-type: none"> <li>State standard accrual of 9.5 hrs./mo.</li> </ul>	<b>Sick Leave</b>	<ul style="list-style-type: none"> <li>State standard accrual of 9.5 hrs./mo.</li> </ul>
<ul style="list-style-type: none"> <li>Alternative work arrangements available to eligible employees as defined in the Executive Branch Alternative Work Arrangement Policy</li> </ul>	<b>Alternate Work Arrangements</b>	<ul style="list-style-type: none"> <li>Alternative work arrangements available to eligible employees (based on position) after an initial training period</li> <li>Requires supervisor approval</li> <li>Annual renewal process</li> </ul>
<ul style="list-style-type: none"> <li>Defined by agency</li> </ul>	<b>Tuition Reimbursement</b>	<ul style="list-style-type: none"> <li>Must be related to employee's present or probable future assignment within DTI</li> <li>Tuition reimbursement of \$4,000 per calendar year based on the availability of agency funding</li> </ul>
<ul style="list-style-type: none"> <li>Defined by agency</li> </ul>	<b>Employee Recognition</b>	<ul style="list-style-type: none"> <li>Monthly, quarterly, and annual Employee Recognition awards</li> <li>Annual Award Event</li> </ul>
<ul style="list-style-type: none"> <li>State &amp; agency recruitment and application policies</li> </ul>	<b>Job Posting</b>	<ul style="list-style-type: none"> <li>State &amp; DTI recruitment and application policies</li> </ul>
<ul style="list-style-type: none"> <li>Career Ladder opportunities available within job classification and via vacant position</li> </ul>	<b>Promotions</b>	<ul style="list-style-type: none"> <li>Applicants post for vacant positions</li> <li>Workforce Modernization Project is in-progress</li> </ul>
<ul style="list-style-type: none"> <li>Merit Grievance Procedure consists of steps to find resolution with an option to appeal to the MERB for final disposition</li> </ul>	<b>Grievance Procedure</b>	<ul style="list-style-type: none"> <li>DTI's Complaint Procedure consists of steps to find resolution with an option to appeal to the CIO for final disposition</li> </ul>

\*41% of previous ITC reallocated staff chose to transition into a DTI exempt position.