

STATE EMPLOYMENT REVISIONS

2023 GENERAL SESSION

STATE OF UTAH

Chief Sponsor: Kay J. Christofferson

Senate Sponsor: Evan J. Vickers

LONG TITLE

General Description:

This bill modifies provisions relating to state employment.

Highlighted Provisions:

This bill:

- ▶ provides for certain career service employees to make a voluntary election to convert to career service exempt status;
- ▶ modifies a provision relating to the responsibilities of the director of the Division of Human Resource Management;
- ▶ modifies definitions applicable to a pay-for-performance management system;
- ▶ establishes a schedule AY position as a career service exempt position;
- ▶ provides for employees in a schedule B career service status position who have not completed probation to become career service exempt employees if the position is changed to a schedule AY position; and
- ▶ modifies provisions related to employee salary ranges.

Money Appropriated in this Bill:

None

Other Special Clauses:

This bill provides a special effective date.

Utah Code Sections Affected:

AMENDS:



- 28 [63A-17-102](#), as last amended by Laws of Utah 2022, Chapter 209
- 29 [63A-17-106 \(Effective 07/01/23\)](#), as last amended by Laws of Utah 2022, Chapters
- 30 166, 169, 177, and 209
- 31 [63A-17-112 \(Effective 07/01/23\)](#), as enacted by Laws of Utah 2022, Chapter 209
- 32 [63A-17-301](#), as last amended by Laws of Utah 2022, Chapter 209
- 33 [63A-17-304](#), as last amended by Laws of Utah 2022, Chapter 169
- 34 [63A-17-307](#), as last amended by Laws of Utah 2022, Chapters 169 and 209

36 *Be it enacted by the Legislature of the state of Utah:*

37 Section 1. Section [63A-17-102](#) is amended to read:

38 **[63A-17-102. Definitions.](#)**

39 As used in this chapter:

40 (1) "Agency" means any department or unit of Utah state government with authority to
41 employ personnel.

42 (2) "Career service" means positions under schedule B as defined in Section
43 [63A-17-301](#).

44 (3) "Career service employee" means an employee who ~~[has successfully completed]~~:

45 (a) was hired before July 1, 2023;

46 (b) before July 1, 2023, successfully completes a probationary period of service in a
47 position covered by the career service[-]; and

48 (c) has not voluntarily elected to convert to career service exempt status under
49 Subsection [63A-17-301\(7\)](#).

50 (4) "Career service exempt status" means the status of an employee who is exempt
51 from the career service provisions of this chapter.

52 ~~[(4)]~~ (5) "Career service status" means status granted to ~~[employees]~~ an employee who:

53 (a) was hired before July 1, 2023;

54 (b) before July 1, 2023, successfully [complete] completes the applicable probationary
55 [periods] period for a competitive career service [positions:] position; and

56 (c) has not voluntarily elected to convert to career service exempt status under
57 Subsection [63A-17-301\(7\)](#).

58 ~~[(5)]~~ (6) "Classified service" means those positions subject to the classification and

59 compensation provisions of Section 63A-17-307.

60 ~~[(6)]~~ (7) "Controlled substance" means controlled substance as defined in Section
61 58-37-2.

62 ~~[(7)]~~ (8) (a) "Demotion" means a disciplinary action resulting in a reduction of an
63 employee's current actual wage.

64 (b) "Demotion" does not mean:

65 (i) a nondisciplinary movement of an employee to another position without a reduction
66 in the current actual wage; or

67 (ii) a reclassification of an employee's position under the provisions of Subsection
68 63A-17-307(3) and rules made by the department.

69 ~~[(8)]~~ (9) "Director" means the director of the division.

70 ~~[(9)]~~ (10) "Disability" means a physical or mental disability as defined and protected
71 under the Americans with Disabilities Act, 42 U.S.C. Section 12101 et seq.

72 ~~[(10)]~~ (11) "Division" means the Division of Human Resource Management, created in
73 Section 63A-17-105.

74 ~~[(11)]~~ (12) "Employee" means any individual in a paid status covered by the career
75 service or classified service provisions of this chapter.

76 ~~[(12)]~~ (13) "Examining instruments" means written or other types of proficiency tests.

77 ~~[(13)]~~ (14) "Human resource function" means those duties and responsibilities
78 specified:

79 (a) under Section 63A-17-106;

80 (b) under rules of the division; and

81 (c) under other state or federal statute.

82 ~~[(14)]~~ (15) "Market comparability adjustment" means a salary range adjustment
83 determined necessary through a market survey of salary data and other relevant information.

84 (16) "POST-certified employee" means an employee who:

85 (a) is employed in a position that requires the employee to have received the training
86 certification under Title 53, Chapter 6, Part 2, Peace Officer Training and Certification Act;

87 (b) received the training certification described in Subsection (16)(a); and

88 (c) maintains the training certification described in Subsection (16)(a) throughout the
89 time of the employee's employment in a position that requires the employee to have received

90 the training certification described in Subsection (16)(a).

91 [(15)] (17) "Probationary employee" means an employee serving a probationary period
92 in a career service position but who does not have career service status.

93 [(16)] (18) "Probationary period" means that period of time determined by the division
94 that an employee serves in a career service position as part of the hiring process before career
95 service status is granted to the employee.

96 [(17)] (19) "Probationary status" means the status of an employee between the
97 employee's hiring and the granting of career service status.

98 [(18)] (20) "Structure adjustment" means a division modification of salary ranges.

99 [(19)] (21) "Temporary employee" means [~~career service exempt employees~~] an
100 employee described in Subsection 63A-17-301(1)(r), with career service exempt status.

101 [(20)] (22) "Total compensation" means salaries and wages, bonuses, paid leave, group
102 insurance plans, retirement, and all other benefits offered to state employees as inducements to
103 work for the state.

104 Section 2. Section **63A-17-106 (Effective 07/01/23)** is amended to read:

105 **63A-17-106 (Effective 07/01/23). Responsibilities of the director.**

106 (1) As used in this section, "miscarriage" means the spontaneous or accidental loss of a
107 fetus, regardless of gestational age or the duration of the pregnancy.

108 (2) The director shall have full responsibility and accountability for the administration
109 of the statewide human resource management system.

110 (3) Except as provided in Section **63A-17-201**, an agency may not perform human
111 resource functions without the consent of the director.

112 (4) Statewide human resource management rules made by the division in accordance
113 with Title 63G, Chapter 3, Utah Administrative Rulemaking Act, shall take precedence if there
114 is a conflict with agency rules, policies, or practices.

115 (5) The division may operate as an internal service fund agency in accordance with
116 Section **63J-1-410** for the human resource functions the division provides.

117 (6) The director shall:

118 (a) develop, implement, and administer a statewide program of human resource
119 management that will:

120 (i) aid in the efficient execution of public policy;

- 121 (ii) foster careers in public service for qualified employees; and
122 (iii) render assistance to state agencies in performing their missions;
- 123 (b) design and administer the state pay plan;
- 124 (c) design and administer the state classification system and procedures for determining
125 schedule assignments;
- 126 (d) design and administer the state recruitment and selection system;
- 127 (e) administer agency human resource practices and ensure compliance with federal
128 law, state law, and state human resource rules, including equal employment opportunity;
- 129 (f) consult with agencies on decisions concerning employee corrective action and
130 discipline;
- 131 (g) maintain central personnel records;
- 132 (h) perform those functions necessary to implement this chapter unless otherwise
133 assigned or prohibited;
- 134 (i) perform duties assigned by the governor, executive director, or statute;
- 135 (j) make rules for human resource management, in accordance with Title 63G, Chapter
136 3, Utah Administrative Rulemaking Act;
- 137 (k) establish and maintain a management information system that will furnish the
138 governor, the Legislature, and agencies with current information on authorized positions,
139 payroll, and related matters concerning state human resources;
- 140 (l) conduct research and planning activities to:
- 141 (i) determine and prepare for future state human resource needs;
- 142 (ii) develop methods for improving public human resource management; and
- 143 (iii) propose needed policy changes to the governor;
- 144 (m) study the character, causes, and extent of discrimination in state employment and
145 develop plans for its elimination through programs consistent with federal and state laws
146 governing equal employment opportunity in employment;
- 147 (n) when requested by charter schools or counties, municipalities, and other political
148 subdivisions of the state, provide technical service, training recommendations, or advice on
149 human resource management at a charge determined by the director;
- 150 (o) establish compensation policies and procedures for early voluntary retirement;
- 151 (p) confer with the heads of other agencies about human resource policies and

152 procedures;

153 (q) submit an annual report to the executive director, the governor, and the Legislature;
154 and

155 (r) assist with the development of a vacant position report required under Subsection
156 63J-1-201(2)(b)(vi).

157 (7) (a) After consultation with the executive director, the governor, and the heads of
158 other agencies, the director shall establish and coordinate statewide training programs,
159 including training described in Subsection (7)(e).

160 (b) The programs developed under this Subsection (7) shall have application to more
161 than one agency.

162 (c) The division may not establish training programs that train employees to perform
163 highly specialized or technical jobs and tasks.

164 (d) The division shall ensure that any training program described in this Subsection (7)
165 complies with Title 63G, Chapter 22, State Training and Certification Requirements.

166 (e) (i) As used in this Subsection (7)(e):

167 (A) "Employee" means the same as that term is defined in Section 63A-17-112.

168 (B) "Supervisor" means an individual in a position at an agency, as defined in Section
169 63A-17-112, that requires the regular supervision and performance evaluation of an employee.

170 (ii) A supervisor shall attend the training:

171 (A) within six months of being promoted or hired to the position of supervisor; and

172 (B) at least annually.

173 (iii) [~~Training attendance~~] Completion of the training and the effective use of training
174 information and principles shall be considered in an evaluation of a supervisor's job
175 performance.

176 (iv) The training shall include:

177 (A) effective employee management and evaluation methods based on the pay for
178 performance management system described in Section 63A-17-112;

179 (B) instruction to improve supervisor and employee communications;

180 (C) best practices for recognizing and retaining high-performing employees;

181 (D) best practices for addressing poor-performing employees; and

182 (E) any other information and principles identified by the division to improve

183 management or organizational effectiveness.

184 (8) (a) (i) The division may collect fees for training as authorized by this Subsection
185 (8).

186 (ii) Training funded from General Fund appropriations shall be treated as a separate
187 program within the department budget.

188 (iii) All money received from fees under this section will be accounted for by the
189 department as a separate user driven training program.

190 (iv) The user training program includes the costs of developing, procuring, and
191 presenting training and development programs, and other associated costs for these programs.

192 (b) (i) Funds remaining at the end of the fiscal year in the user training program are
193 nonlapsing.

194 (ii) Each year, as part of the appropriations process, the Legislature shall review the
195 amount of nonlapsing funds remaining at the end of the fiscal year and may, by statute, require
196 the department to lapse a portion of the funds.

197 (9) Rules described in Subsection (6)(j) shall provide for at least three work days of
198 paid bereavement leave for an employee:

199 (a) following the end of the employee's pregnancy by way of miscarriage or stillbirth;
200 or

201 (b) following the end of another individual's pregnancy by way of a miscarriage or
202 stillbirth, if:

203 (i) the employee is the individual's spouse or partner;

204 (ii) (A) the employee is the individual's former spouse or partner; and

205 (B) the employee would have been a biological parent of a child born as a result of the
206 pregnancy;

207 (iii) the employee provides documentation to show that the individual intended for the
208 employee to be an adoptive parent, as that term is defined in Section 78B-6-103, of a child born
209 as a result of the pregnancy; or

210 (iv) under a valid gestational agreement in accordance with Title 78B, Chapter 15, Part
211 8, Gestational Agreement, the employee would have been a parent of a child born as a result of
212 the pregnancy.

213 Section 3. Section 63A-17-112 (Effective 07/01/23) is amended to read:

214 **63A-17-112 (Effective 07/01/23). Pay for performance management system --**
215 **Employees paid for performance.**

216 (1) As used in this section:

217 (a) (i) "Agency" means, except as provided in Subsection (1)(a)(ii), the same as that
218 term is defined in Section [63A-17-102](#).

219 (ii) "Agency" does not include the State Board of Education, the Office of the State
220 Treasurer, Office of the State Auditor, Office of the State Attorney General, Utah System of
221 Higher Education, the Legislature, the judiciary, or, as defined in Section [63E-1-102](#), an
222 independent entity.

223 (b) (i) "Employee" means an employee of an agency.

224 (ii) "Employee" does not include:

225 (A) an individual in a schedule AB position, as described in Section [63A-17-301](#);
226 position];

227 (B) an individual in a position that does not receive retirement benefits under Title 49,
228 Utah State Retirement and Insurance Benefit Act; or

229 (C) an individual hired for a position that has a duration of less than 12 consecutive
230 months.

231 (c) "Pay for performance" means a plan:

232 (i) for incentivizing an employee [for meeting or exceeding] to meet or exceed
233 production or performance goals[, in which the plan];

234 (ii) that is well-defined before work begins[, eligible work groups are defined,]; and

235 (iii) under which specific goals and targets for the employee are determined[;] and
236 measurement procedures are in place[, and specific incentives are provided when goals and
237 targets are met].

238 (d) "Pay for performance management system" means the system described in
239 Subsection ~~[(2)]~~ (3).

240 (2) The division shall establish and, in accordance with Title 63G, Chapter 3, Utah
241 Administrative Rulemaking Act, make rules for the administration of a pay for performance
242 management system.

243 (3) The pay for performance management system shall include:

244 (a) guidelines and criteria for an agency to adopt pay for performance policies and

- 245 administer pay based on an employee's performance in furtherance of the agency's mission;
- 246 (b) employee performance ratings;
- 247 (c) requirements for written employee performance standards and expectations;
- 248 (d) supervisor verbal and written feedback based on the standards of performance and
- 249 behavior outlined in an employee's performance plan; and
- 250 (e) quarterly written evaluation of an employee's performance.
- 251 (4) In consultation with the division, no later than July 1, 2023, each agency shall:
- 252 (a) adopt pay for performance policies based on the performance management system;
- 253 and
- 254 (b) subject to available funds and as necessary, adjust an employee's wage to reflect:
- 255 (i) subject to Subsection (5), for a classified service employee, the salary range of the
- 256 position classified plan for the employee's position; and
- 257 (ii) an increase, decrease, or no change in the employee's wage:
- 258 (A) commensurate to an employee's performance as reflected by the employee's
- 259 evaluation conducted in accordance with the pay for performance management system; and
- 260 (B) in an amount that is in accordance with the guidelines and criteria established for a
- 261 wage change in the pay for performance management system.
- 262 (5) In accordance with Title 63G, Chapter 3, Utah Administrative Rulemaking Act, the
- 263 division shall make rules authorizing a classified service employee to receive a wage that
- 264 exceeds the salary range of the classified service employee's position classified plan if
- 265 warranted based on the classified employee's performance rating.
- 266 Section 4. Section **63A-17-301** is amended to read:
- 267 **63A-17-301. Career service -- Exempt positions -- Schedules for civil service**
- 268 **positions -- Coverage of career service provisions.**
- 269 (1) Except as provided in Subsection (3)(d), the following positions are exempt from
- 270 the career service provisions of this chapter and are designated under the following schedules:
- 271 (a) schedule AA includes the governor, members of the Legislature, and all other
- 272 elected state officers;
- 273 (b) schedule AB includes appointed executives and board or commission executives
- 274 enumerated in Section [67-22-2](#);
- 275 (c) schedule AC includes all employees and officers in:

- 276 (i) the office and at the residence of the governor;
- 277 (ii) the Public Lands Policy Coordinating Office;
- 278 (iii) the Office of the State Auditor; and
- 279 (iv) the Office of the State Treasurer;
- 280 (d) schedule AD includes employees who:
 - 281 (i) are in a confidential relationship to an agency head or commissioner; and
 - 282 (ii) report directly to, and are supervised by, a department head, commissioner, or
 - 283 deputy director of an agency or its equivalent;
- 284 (e) schedule AE includes each employee of the State Board of Education that the State
- 285 Board of Education designates as exempt from the career service provisions of this chapter;
- 286 (f) schedule AG includes employees in the Office of the Attorney General who are
- 287 under their own career service pay plan under Sections [67-5-7](#) through [67-5-13](#);
- 288 (g) schedule AH includes:
 - 289 (i) teaching staff of all state institutions; and
 - 290 (ii) employees of the Utah Schools for the Deaf and the Blind who are:
 - 291 (A) educational interpreters as classified by the division; or
 - 292 (B) educators as defined by Section [53E-8-102](#);
- 293 (h) schedule AN includes employees of the Legislature;
- 294 (i) schedule AO includes employees of the judiciary;
- 295 (j) schedule AP includes all judges in the judiciary;
- 296 (k) schedule AQ includes:
 - 297 (i) members of state and local boards and councils appointed by the governor and
 - 298 governing bodies of agencies;
 - 299 (ii) a water commissioner appointed under Section [73-5-1](#);
 - 300 (iii) other local officials serving in an ex officio capacity; and
 - 301 (iv) officers, faculty, and other employees of state universities and other state
 - 302 institutions of higher education;
- 303 (l) schedule AR includes employees in positions that involve responsibility:
 - 304 (i) for determining policy;
 - 305 (ii) for determining the way in which a policy is carried out; or
 - 306 (iii) of a type not appropriate for career service, as determined by the agency head with

307 the concurrence of the director;

308 (m) schedule AS includes any other employee:

309 (i) whose appointment is required by statute to be career service exempt;

310 (ii) whose agency is not subject to this chapter; or

311 (iii) whose agency has authority to make rules regarding the performance,

312 compensation, and bonuses for its employees;

313 (n) schedule AT includes employees of the Division of Technology Services,

314 designated as executive/professional positions by the director of the Division of Technology

315 Services with the concurrence of the director of the division;

316 (o) schedule AU includes patients and inmates employed in state institutions;

317 (p) employees of the Department of Workforce Services, designated as schedule AW:

318 (i) who are temporary employees that are federally funded and are required to work

319 under federally qualified merit principles as certified by the director; or

320 (ii) for whom substantially all of their work is repetitive, measurable, or transaction

321 based, and who voluntarily apply for and are accepted by the Department of Workforce

322 Services to work in a pay for performance program designed by the Department of Workforce

323 Services with the concurrence of the director of the division;

324 (q) subject to Subsection (6), schedule AX includes employees in positions that:

325 (i) require the regular supervision and performance evaluation of one or more other

326 employees; and

327 (ii) are not designated exempt from career service under any other schedule described

328 in this Subsection (1); ~~and~~

329 (r) for employees in positions that are temporary, seasonal, time limited, funding

330 limited, or variable hour in nature, under schedule codes and parameters established by the

331 division by administrative rule[-]; and

332 (s) schedule AY includes an employee, except a POST-certified employee, of an

333 agency, as defined in Section 63A-17-112:

334 (i) (A) who, before July 1, 2023, was a probationary employee in a schedule B position

335 and has not, by July 1, 2023, successfully completed the probationary period; and

336 (B) whose schedule B position is rescheduled on July 1, 2023 to a schedule AY

337 position;

338 (ii) who is hired for a schedule AY position on or after July 1, 2023; or
339 (iii) who is a career service employee who voluntarily elects to convert to career
340 service exempt status under Subsection (7).

341 (2) The civil service shall consist of two schedules as follows:

342 (a) (i) Schedule A is the schedule consisting of positions under Subsection (1).

343 (ii) Removal from any appointive position under schedule A, unless otherwise
344 regulated by statute, is at the pleasure of the appointing officers without regard to tenure.

345 (b) Schedule B is the competitive career service schedule, consisting of:

346 (i) all positions filled through competitive selection procedures as defined by the
347 director; or

348 (ii) positions filled through a division approved on-the-job examination intended to
349 appoint a qualified person with a disability, or a veteran in accordance with Title 71, Chapter
350 10, Veterans Preference.

351 (3) (a) The director, after consultation with the heads of concerned executive branch
352 departments and agencies and with the approval of the governor, shall allocate positions to the
353 appropriate schedules under this section.

354 (b) Agency heads shall make requests and obtain approval from the director before
355 changing the schedule assignment and tenure rights of any position.

356 (c) Unless the director's decision is reversed by the governor, when the director denies
357 an agency's request, the director's decision is final.

358 (d) (i) An agency may file with the division a request to reschedule a position that
359 would otherwise be scheduled as a schedule A position.

360 (ii) The division shall review a request filed under Subsection (3)(d)(i) and approve the
361 request only if the exception is necessary to conform to a requirement imposed as a condition
362 precedent to receipt of federal funds or grant of a tax benefit under federal law.

363 (4) (a) Compensation for employees of the Legislature shall be established by the
364 directors of the legislative offices in accordance with Section 36-12-7.

365 (b) Compensation for employees of the judiciary shall be established by the state court
366 administrator in accordance with Section 78A-2-107.

367 (c) Compensation for officers, faculty, and other employees of state universities and
368 institutions of higher education shall be established as provided in Title 53B, Chapter 1,

369 Governance, Powers, Rights, and Responsibilities, and Title 53B, Chapter 2, Institutions of
370 Higher Education.

371 (d) Unless otherwise provided by law, compensation for all other schedule A
372 employees shall be established by their appointing authorities~~[, within ranges approved by,~~
373 ~~and]~~;

374 (i) after consultation with the director[-];

375 (ii) using ranges approved by the director; and

376 (iii) at or above the minimum salary of the salary range for the employee's position.

377 (5) An employee who is in a position designated schedule AC and who holds career
378 service status on June 30, 2010, shall retain the career service status if the employee:

379 (a) remains in the position that the employee is in on June 30, 2010; and

380 (b) does not elect to convert to career service exempt status in accordance with a rule
381 made by the division.

382 (6) (a) An employee who is hired for a schedule AX position on or after July 1, 2022,
383 is exempt from career service status.

384 (b) An employee who before July 1, 2022, is a career service employee employed in a
385 schedule B position that is rescheduled to a schedule AX position on July 1, 2022, shall
386 maintain the employee's career service status for the duration of the employee's employment in
387 the same position unless the employee voluntarily converts to career service exempt status
388 before July 1, 2023.

389 (c) (i) Subject to Subsection (6)(c)(ii), an employee is exempt from career service
390 status if:

391 (A) before July 1, 2022, the employee was a probationary employee in a schedule B
392 position and had not completed the probationary period; and

393 (B) on July 1, 2022, the schedule B position in which the probationary employee is
394 employed is rescheduled as a scheduled AX position.

395 (ii) An employee described in Subsection (6)(c)(i):

396 (A) is not a probationary employee on or after July 1, 2022; and

397 (B) is exempt from career service status on and after July 1, 2022, unless the employee
398 changes employment to a schedule B position.

399 (d) The division shall disseminate to each employee described in Subsection (6)(b)

400 information on financial and other incentives for voluntary conversion to career-service exempt
401 status.

402 (e) An agency, as defined in Section [63A-17-112](#), may adopt a policy, created in
403 consultation with the division, for agency review of recommendations that schedule AX
404 employees be suspended, demoted, or dismissed from employment.

405 (7) (a) As used in this Subsection (7):

406 (i) "Agency" means the same as that term is defined in Section [63A-17-112](#).

407 (ii) "Employee" means an individual, except a POST-certified employee, who is
408 employed by an agency.

409 (b) An employee hired for a schedule AY position on or after July 1, 2023 has career
410 service exempt status.

411 (c) An employee who, before July 1, 2023, is a career service employee in a schedule B
412 position that, on July 1, 2023, is rescheduled to a schedule AY position, maintains the
413 employee's career service status unless the employee voluntarily elects to convert to career
414 service exempt status before March 30, 2024.

415 (d) Subject to Subsection (7)(e), an employee has career service exempt status if the
416 employee:

417 (i) (A) before July 1, 2023, was a probationary employee in a schedule B position; and

418 (B) by July 1, 2023, had not completed the probationary period; and

419 (ii) on July 1, 2023, the schedule B position in which the employee is employed is
420 rescheduled as a schedule AY position.

421 (e) An employee described in Subsection (7)(d)(i):

422 (i) is not a probationary employee on and after July 1, 2023; and

423 (ii) has career service exempt status on and after July 1, 2023, unless the employee
424 changes employment to a schedule B position.

425 (f) The division shall disseminate to each employee described in Subsection (7)(c)
426 information on financial and other incentives for the employee's voluntary election to convert
427 to career service exempt status.

428 Section 5. Section **63A-17-304** is amended to read:

429 **63A-17-304. Promotion -- Reclassification -- Market adjustment.**

430 (1) [(a)] If an employee is promoted or the employee's position is reclassified to a

431 higher salary range maximum, the agency shall place the employee [~~within~~] at or above the
 432 minimum salary of the new salary range [~~of~~] for the position.

433 [~~(b) An agency may not set an employee's salary:~~]

434 [~~(i) higher than the maximum in the new salary range; or]~~

435 [~~(ii) lower than the minimum in the new salary range of the position.]~~

436 (2) An agency shall adjust the salary range for an employee whose salary range is
 437 approved by the Legislature for a market comparability adjustment consistent with Subsection
 438 **63A-17-307(5)(b)(i)**:

439 (a) at the beginning of the next fiscal year; and

440 (b) consistent with appropriations made by the Legislature.

441 (3) Division-initiated revisions in the state classification system that result in
 442 consolidation or reduction of class titles or broadening of pay ranges:

443 (a) may not be regarded as a reclassification of the position or promotion of the
 444 employee; and

445 (b) are exempt from the provisions of Subsection (1).

446 Section 6. Section **63A-17-307** is amended to read:

447 **63A-17-307. State pay plans -- Applicability of section -- Exemptions -- Duties of**
 448 **director.**

449 (1) (a) This section, and the rules made by the division under this section, apply to each
 450 career and noncareer employee not specifically exempted under Subsection (2).

451 (b) If not exempted under Subsection (2), an employee is considered to be in classified
 452 service.

453 (2) The following employees are exempt from this section:

454 (a) members of the Legislature and legislative employees;

455 (b) members of the judiciary and judicial employees;

456 (c) elected members of the executive branch and employees designated as schedule AC
 457 as provided under Subsection **63A-17-301(1)(c)**;

458 (d) employees of the State Board of Education;

459 (e) officers, faculty, and other employees of state institutions of higher education;

460 (f) employees in a position that is specified by statute to be exempt from this

461 Subsection (2);

- 462 (g) employees in the Office of the Attorney General;
- 463 (h) department heads and other persons appointed by the governor under statute;
- 464 (i) schedule AS employees as provided under Subsection 63A-17-301(1)(m);
- 465 (j) department deputy directors, division directors, and other employees designated as
- 466 schedule AD as provided under Subsection 63A-17-301(1)(d);
- 467 (k) employees that determine and execute policy designated as schedule AR as
- 468 provided under Subsection 63A-17-301(1)(l);
- 469 (l) teaching staff, educational interpreters, and educators designated as schedule AH as
- 470 provided under Subsection 63A-17-301(1)(g);
- 471 (m) temporary employees described in Subsection 63A-17-301(1)(r);
- 472 (n) patients and inmates designated as schedule AU as provided under Subsection
- 473 63A-17-301(1)(o) who are employed by state institutions; and
- 474 (o) members of state and local boards and councils and other employees designated as
- 475 schedule AQ as provided under Subsection 63A-17-301(1)(k).
- 476 (3) (a) The director shall prepare, maintain, and revise a position classification plan for
- 477 each employee position not exempted under Subsection (2) to provide equal pay for equal
- 478 work.
- 479 (b) Classification of positions shall be based upon similarity of duties performed and
- 480 responsibilities assumed, so that the same job requirements and the same salary range, subject
- 481 to Section 63A-17-112, may be applied equitably to each position in the same class.
- 482 (c) The director shall allocate or reallocate the position of each employee in classified
- 483 service to one of the classes in the classification plan.
- 484 (d) (i) The division shall conduct periodic studies and interviews to provide that the
- 485 classification plan remains reasonably current and reflects the duties and responsibilities
- 486 assigned to and performed by employees.
- 487 (ii) The director shall determine the need for studies and interviews after considering
- 488 factors such as changes in duties and responsibilities of positions or agency reorganizations.
- 489 (4) (a) With the approval of the executive director and the governor, the director shall
- 490 develop and adopt pay plans for each position in classified service.
- 491 (b) The director shall design each pay plan to achieve, to the degree that funds permit,
- 492 comparability of state salary ranges to the market using data obtained from private enterprise

493 and other public employment for similar work.

494 (c) The director shall adhere to the following in developing each pay plan:

495 (i) each pay plan shall consist of sufficient salary ranges to:

496 (A) permit adequate salary differential among the various classes of positions in the
497 classification plan; and

498 (B) reflect the normal growth and productivity potential of employees in that class.

499 (ii) The director shall issue rules for the administration of pay plans.

500 (d) The establishing of a salary range is a nondelegable activity and is not appealable
501 under the grievance procedures of Part 6, Grievance Provisions, Title 67, Chapter 19a,
502 Grievance Procedures, or otherwise.

503 (e) The director shall make rules, accordance with Title 63G, Chapter 3, Utah
504 Administrative Rulemaking Act, providing for:

505 (i) agency approved salary adjustments [~~within approved salary ranges~~], including an
506 administrative salary adjustment; and

507 (ii) structure adjustments that modify salary ranges, including a cost of living
508 adjustment or market comparability adjustment.

509 (5) (a) On or before October 31 of each year, the director shall submit an annual
510 compensation plan to the executive director and the governor for consideration in the executive
511 budget.

512 (b) The plan described in Subsection (5)(a) may include recommendations, including:

513 (i) salary increases that generally affect employees, including a general increase or
514 merit increase;

515 (ii) salary increases that address compensation issues unique to an agency or
516 occupation;

517 (iii) structure adjustments, including a cost of living adjustment or market
518 comparability adjustment; or

519 (iv) changes to employee benefits.

520 (c) (i) (A) Subject to Subsection (5)(c)(i)(B) or (C), the director shall incorporate the
521 results of a salary survey of a reasonable cross section of comparable positions in private and
522 public employment in the state into the annual compensation plan.

523 (B) The salary survey for a law enforcement officer, as defined in Section [53-13-103](#), a

524 correctional officer, as defined in Section 53-13-104, or a dispatcher, as defined in Section
525 53-6-102, shall at minimum include the three largest political subdivisions in the state that
526 employ, respectively, comparable positions.

527 (C) The salary survey for an examiner or supervisor described in Title 7, Chapter 1,
528 Part 2, Department of Financial Institutions, shall at minimum include the Federal Deposit
529 Insurance Corporation, Federal Reserve, and National Credit Union Administration.

530 (ii) The director may cooperate with or participate in any survey conducted by other
531 public and private employers.

532 (iii) The director shall obtain information for the purpose of constructing the survey
533 from the Division of Workforce Information and Payment Services and shall include employer
534 name, number of persons employed by the employer, employer contact information and job
535 titles, county code, and salary if available.

536 (iv) The division shall acquire and protect the needed records in compliance with the
537 provisions of Section 35A-4-312.

538 (d) The director may incorporate any other relevant information in the plan described
539 in Subsection (5)(a), including information on staff turnover, recruitment data, or external
540 market trends.

541 (e) The director shall:

542 (i) establish criteria to assure the adequacy and accuracy of data used to make
543 recommendations described in this Subsection (5); and

544 (ii) when preparing recommendations use accepted methodologies and techniques
545 similar to and consistent with those used in the private sector.

546 (f) (i) Upon request and subject to Subsection (5)(f)(ii), the division shall make
547 available foundational information used by the division or director in the drafting of a plan
548 described in Subsection (5)(a), including:

549 (A) demographic and labor market information;

550 (B) information on employee turnover;

551 (C) salary information;

552 (D) information on recruitment; and

553 (E) geographic data.

554 (ii) The division may not provide under Subsection (5)(f)(i) information or other data

555 that is proprietary or otherwise protected under the terms of a contract or by law.

556 (g) The governor shall:

557 (i) consider salary and structure adjustments recommended under Subsection (5)(b) in
558 preparing the executive budget and shall recommend the method of distributing the

559 adjustments;

560 (ii) submit compensation recommendations to the Legislature; and

561 (iii) support the recommendation with schedules indicating the cost to individual
562 departments and the source of funds.

563 (h) If funding is approved by the Legislature in a general appropriations act, the
564 adjustments take effect on the July 1 following the enactment unless otherwise indicated.

565 (6) (a) The director shall make rules, in accordance with Title 63G, Chapter 3, Utah
566 Administrative Rulemaking Act, for the granting of incentive awards, including awards for cost
567 saving actions, awards for commendable actions by an employee, or a market-based award to
568 attract or retain employees.

569 (b) An agency may not grant a market-based award unless the award is previously
570 approved by the division.

571 (c) In accordance with Subsection (6)(b), an agency requesting the division's approval
572 of a market-based award shall submit a request and documentation, subject to Subsection
573 (6)(d), to the division.

574 (d) In the documentation required in Subsection (6)(c), the requesting agency shall
575 identify for the division:

576 (i) any benefit the market-based award would provide for the agency, including:

577 (A) budgetary advantages; or

578 (B) recruitment advantages;

579 (ii) a mission critical need to attract or retain unique or hard to find skills in the market;

580 or

581 (iii) any other advantage the agency would gain through the utilization of a
582 market-based award.

583 (7) (a) The director shall regularly evaluate the total compensation program of state
584 employees in the classified service.

585 (b) The division shall determine if employee benefits are comparable to those offered

586 by other private and public employers using information from:

587 (i) a study conducted by a third-party consultant; or

588 (ii) the most recent edition of a nationally recognized benefits survey.

589 Section 7. **Effective date.**

590 (1) Except as provided in Subsection (2), this bill takes effect May 3, 2023.

591 (2) The amendments to Sections [63A-17-106](#) and [63A-17-112](#) take effect July 1, 2023.