

**CLARKE COUNTY DEPARTMENT OF SOCIAL SERVICES
311 EAST MAIN STREET
BERRYVILLE, VIRGINIA 22611
TELEPHONE (540) 955-3700**

DATE: April 17, 2024
TO: SOCIAL SERVICES BOARD MEMBERS
FROM: JENNIFER PARKER, DIRECTOR
SUBJECT: AGENDA FOR BOARD MEETING

The Clarke County Board of Social Services will meet at the Clarke County Government Center on second floor in Room AB on **Wednesday, April 17, 2024 at 9:30 am.**

The agenda follows:

- 1) Open Session
 - a. Adoption of Agenda
 - b. Approval of minutes for March 20, 2024 meeting
 - c. Next meeting date (5/15/24)
 - d. Review expenditures
 - e. Child Abuse Proclamation
 - f. Public Comment
 - g. FY25 Compensation Plan Approval
 - h. Director's Update
- 2) Adjournment

If you are unable to attend the Board meeting, please call or email to let Jennifer know. Thank you!

Board Minutes
Clarke County Social Services Board

March 20, 2024

In Attendance

Members Present

Gerald Dodson-Chairman
Barbara Byrd-Member
Anne Cushman-Member
Laura Dabinett-Member (virtual)
Doug Lawrence-Member
Robin York-Member

Staff Present

Kelli Amoroso
Sarita Emmons
Desiree Minter
Jennifer Parker
Christy Ryan
Rachael Selman

Call to Order

At 9:32 am, Chairman Dodson called the meeting to order.

Approval of Agenda

Robin York moved to adopt the agenda. The motion carried by the following vote:

Barbara Byrd- Aye
Anne Cushman- Aye
Laura Dabinett-Abstain
Gerald Dodson-Aye
Doug Lawrence-Absent
Jim Smith-Absent
Robin York-Aye

Approval of Minutes

Anne Cushman moved to approve the minutes of February 21, 2024, as presented. The motion carried by the following vote:

Barbara Byrd- Aye
Anne Cushman- Aye
Laura Dabinett-Abstain
Gerald Dodson-Aye
Doug Lawrence-Absent
Jim Smith-Absent
Robin York-Aye

Services Quarterly Report

In APS, both December and February showed an increase in APS referrals. CPS referrals remained consistent in both December and January and increased in February. In-Home cases decreased by two in February and Foster Care cases increased by one in January when a 13-year-old child was removed from her home and placed in care with family. There is an upcoming Family Partnership Meeting with a family who is currently fostering a seven-year-old child who has been in at least ten placements. The agency will discuss the topic of adoption at the upcoming meeting.

Eligibility Quarterly Report

Desiree Minter has been temporarily filling in as the Benefit Programs Supervisor but was recently hired to permanently fill this position. Due to high turnover, caseloads are being moved frequently until staff is hired. Emergency Hire, Jessica Lucas-Hartman, began March 11th and is fully trained in IV-E.

There was an increase in SNAP and Medicaid applications in January and February however all other program areas remained consistent.

The Northern Regional SNAP Consultant provided in-person training to benefit workers at the beginning of March.

Director's Update

The Northern Regional Office will provide Board members with training on April 22nd at 2:00 pm in the agency's Board Room.

Ty Parr, Director of Local Engagement and Support, came to visit CCDSS on March 14th. He was able to visit with staff, observe processes the agency implements and learn more about community resources that are provided to clients.

The Finance Committee met on March 19th however the agency is still waiting for their proposed budget to be approved. This could be the possible state and county proposed salary increases. Jen will keep the Board updated with any news regarding the FY25 budget.

The LRT that began in November 2023 is still ongoing. Jen and Rachael are providing multiple documents to the auditors each week to ensure requests are being met in a timely manner.

The second round of interviews for the BPS I position will be held on 3/22/24. After this position is filled, the interviews will begin for the BPS I/II vacancy that Jessica Lucas-Hartman is currently filling.

The Family Fun Event is planned for 4/25 and Jen will attempt to get a promotional piece about the event in either the Winchester Star or the Clarke.

The Services Team held their first Open House event on 3/1. Many first responders and other community partners came out and showed their support while meeting the CCDSS Services Staff.

Adjournment

The Board was polled, and no other matters were needed for discussion. No other subjects in the room. Motion by Robin York seconded by Anne Cushman, the Board by voice vote, voted unanimously to adjourn the meeting. Motion carried. The meeting adjourned at 10:18 am. to reconvene on April 17, 2024, at 9:30 a.m. at the Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia 22611.

Jennifer Parker, Director _____

Gerald Dodson, Chairman _____



Child Abuse Prevention Month Proclamation 2024

WHEREAS, children are the foundation of a sustainable and prosperous society, and our welfare as a Commonwealth and a nation is built on a foundation of safe and healthy child development; and

WHEREAS, child abuse is among our nation's foremost public health issues, with studies revealing a direct link between the abuse and neglect of children and long-term psychological, emotional, and physical effects, often with lifelong consequences for victims of abuse and potential impact for future generations; and

WHEREAS, the Virginia Department of Social Services reports that child abuse affects more than 120,000 families each year in the Commonwealth as documented by local departments of social services and during SFY2023, there were 139 completed reports of child abuse and neglect accepted by Clarke County Department of Social Services involving 170 children; and

WHEREAS, childhood trauma, including abuse and neglect, affects every segment of our community, and finding solutions requires input and action from everyone; and

WHEREAS, protective factors such as economic and social supports create conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children; and

WHEREAS, every child is entitled to love and care in a safe and nurturing environment free from abuse and neglect with access to the support and educational opportunities needed to help them grow and thrive; and

WHEREAS, creating communities where Virginia's families are supported and strengthened through meaningful partnerships between schools, professional health services, community and faith-based organizations, businesses and law enforcement can prevent child abuse and neglect; and

WHEREAS, April is National Child Abuse Prevention Month, a time for Virginians and Americans to be reminded of the courage and responsibility it takes to raise a child; and

WHEREAS, through partnership with numerous state agencies and non-governmental organizations, Clarke County Social Services practices a robust prevention plan targeting resources and services to prevent abuse and neglect; and

WHEREAS, we must work together as a Community to increase awareness about child abuse and neglect while creating safe and healthy environments for children to live with supportive families and engaged communities;

NOW THEREFORE IT BE IT RESOLVED, the Clarke County Board of Social Services does hereby recognize April 2024, as Child Abuse Prevention Month, and call this observance to the attention of all our citizens; and

BE IT FURTHER RESOLVED, the Clarke County Board of Social Services recognizes the critical role that local family services workers play in supporting families in stress and protecting children at risk of child abuse and does commend and thank them for their service.

Adopted by unanimous vote on April 17, 2024, by a vote of all members present.

Gerald Dodson, Chairman of Board

Jennifer Parker, Director of Social Services



NON-DEVIATING LOCAL DEPARTMENT (LDSS)

Local Department of Social Services (LDSS) Compensation Plan 2024-2025

SECTION I: AGENCY INFORMATION	
LDSS Name: Clarke	REGION: (Central, Eastern, Northern, Piedmont, Western)
LDSS FIPS Number: 043	Northern
SECTION II: LDSS CONTACT INFORMATION	
<i>In the event HR has questions regarding this Comp Plan, whom should we contact?</i>	
Contact Name: Jennifer Parker	Title: Director
Telephone Number (540) 955-5192	Email Address: Jennifer.L.Parker@dss.Virginia.gov
SECTION III: LDSS COMPENSATION & CLASSIFICATION PLAN YEAR	
This plan will be in effect from June 1, 2024 to May 31, 2025. (DO NOT ALTER)	

How to Prepare the Compensation Plan

1. Complete Sections I through XI.
2. Obtain appropriate approval and signatures of the LDSS Director and Local Board Chairman in Section XII.
3. If you are pursuing a range revision, please follow instructions in Section X.
4. Scan and e-mail the completed/signed copy of the Compensation Plan and any other required documentation to hr.class-comp@dss.virginia.gov. **Please include in the subject line: Agency Name 2024-2025 Comp Plan. This ensures consistency in the naming convention and ease of locating the plan in the class comp mailbox.**
5. Do not send the compensation plan and/or required documentation to any other mailbox or email recipient.
6. Do not password protect the comp plan, signature page or attachments.

Submit the Compensation Plan and all required documentation **no later than April 30, 2024.**
 Contact hr.class-comp@dss.virginia.gov to request an extension if you are unable to meet this deadline.

If you are "amending" the original Compensation Plan:

1. Revise your original saved Compensation Plan and check the "Section Amended" box in each section that is changed to alert HR of the revision.
2. Obtain appropriate approval signatures of the LDSS Director and Local Board Chairman in Section IX.
3. Scan and e-mail the revision to hr.class-comp@dss.virginia.gov. **Please include in the subject line: Agency Name 2024-2025 Comp Plan. This ensures consistency in the naming convention and ease of locating the plan in the class comp mailbox.**
4. Do not send your amended comp plan and/or required documentation to any other mailbox as this delays the approval process.
5. Do not password protect the comp plan, signature page or attachments.

SECTION IV: State & Local Increases

A. State Supported Local Increase (COLA): This section is reserved for a State Supported Local Increase (when funded).

*Contingent upon the Governor's final signature, provides funds to support a 3% salary increase for state supported local employees effective July 1, 2024. The increase must be for **all FT employees** and **every FT employee must receive a salary increase of the same percent. PT employees are not eligible.** If the locality provides an increase that is less than 3 percent in FY 2025, then the funding for the salary increase will be reduced.*

This increase cannot be used to fund merit increases, range revisions, internal alignments, etc. and it is not based on hire date, probationary period, etc.

Class and Comp provides this information to Finance once all comp plans have been approved. Finance will reach out to you directly with any follow up questions. It is important that the information completed in this section is accurate.

Note: If you have a range revision effective on the same date as the state supported increase (COLA), the employee's salary will first be adjusted according to the selection of the employee impact for the range revision, followed by the employee's salary increase for COLA.

Will the LDSS provide *all or a portion* of the 3% salary increase effective July 1, 2024 for FT state supported employees **as outlined in the annual budget letter from Finance?** Yes No

If yes, what is the flat percentage increase that all FT employees will receive? 3%

Effective Date: 7/1/2024

Section Amended

B. Additional Local Salary Increases**

***This section reflects additional salary increases the local board and/or locality has granted.*

BONUS IS NOT AN APPROVED PAY ACTION and should not be listed here. Please see page 23 of the Administrative/Human Resources manual for reference on bonuses.

State Supported (COLA) increases should be listed in Section A.

1. Will the LDSS grant a local salary increase? Yes No
More than one increase? Yes No

1st Percentage Increase: 2%

2nd Percentage Increase: -%

1st Effective Date : 7/1/2024

2nd Effective Date: -

2. Will the locality grant **any other type of local increase?** If yes, complete items (a) through (d) below:

- a) Indicate the type of increase: _____
b) Indicate the positions effected: _____
c) Indicate the effective date: _____
d) Indicate the minimum and maximum increase: Minimum _____% Maximum _____%

Section Amended

SECTION V: Pay Practices (Ref. Chapter 2 of the Administrative/HR Manual for a full description)

A. Merit Increase

The LDSS will provide a merit increase. Yes No

If yes, select one of the following:

One merit date applies to all employees. Enter effective date (month/day/year): _____

The effective date is the anniversary date of the employee.

** Do not include bonus in this section. Bonus is not an approved pay action.

Indicate the percentage increase for an overall performance rating of:

1. Outstanding: _____% **(flat percentage; not a range)**
2. Exceeds Expectations: _____% **(flat percentage; not a range)**
3. Meets Expectations: _____% **(flat percentage; not a range)**

Section Amended

B. Starting Pay (Hover over "Click to select a methodology" below, click and select from drop down arrow)

Methodology: LDSS Derived Methodology

Describe [LDSS Derived Methodology](#) (if applicable): Clarke County Dept. of Social Services will take into consideration the department's: Business Needs, Budget Implications, Current Salary, Duties and Responsibilities, Internal Salary Alignment, KSAs and Competencies, Long-term Impact, Market Availability, Performance, Salary Reference Data, Total Compensation, Training, Certification and Licensure, and Work Experience and Education.

Section Amended

C. Promotional Salary Increase (only occurs through competitive attainment of position)

The LDSS will evaluate pay in the case of a promotion. Yes No

Percentage Increase (**Not Required**): Minimum _____% Maximum _____%

Methodology: LDSS Derived Methodology

Describe [LDSS Derived Methodology](#) (if applicable): Clarke County Dept. of Social Services will take into consideration the department's: Business Needs, Budget Implications, Current Salary, Duties and Responsibilities, Internal Salary Alignment, KSAs and Competencies, Long-term Impact, Market Availability, Performance, Salary Reference Data, Total Compensation, Training, Certification and Licensure, and Work Experience and Education.

Section Amended

D. Voluntary (Lateral) Transfer – “Competitive” (Internal candidate competes for/accepts different position in same band/tier as current position)

The LDSS will evaluate pay in the case of a competitive voluntary lateral transfer. Yes No

Percentage Increase (**Not Required**): Minimum ____% Maximum ____%

Methodology: LDSS Derived Methodology

Describe [LDSS Derived Methodology](#) (if applicable): Clarke County Dept. of Social Services will take into consideration the department's: Business Needs, Budget Implications, Current Salary, Duties and Responsibilities, Internal Salary Alignment, KSAs and Competencies, Long-term Impact, Market Availability, Performance, Salary Reference Data, Total Compensation, Training, Certification and Licensure, and Work Experience and Education.

Section Amended

E. Voluntary (Lateral) Transfer – “Non-Competitive” (LDSS accepts employee's request to move to different position in same pay band/tier as current position)

The LDSS will evaluate pay in the case of a non-competitive voluntary lateral transfer. Yes No

Percentage Increase (**Not Required**): Minimum ____% Maximum ____%

Methodology: LDSS Derived Methodology

Describe [LDSS Derived Methodology](#) (if applicable): Clarke County Dept. of Social Services will take into consideration the department's: Business Needs, Budget Implications, Current Salary, Duties and Responsibilities, Internal Salary Alignment, KSAs and Competencies, Long-term Impact, Market Availability, Performance, Salary Reference Data, Total Compensation, Training, Certification and Licensure, and Work Experience and Education.

Section Amended

F. Redefinitions (Gradual, unplanned changes to position's duties/responsibilities)

The LDSS will evaluate pay in the case of a [redefinition upward \(higher pay band or higher tier in same pay band\)](#). Yes No

Percentage Increase (**Not Required**): Minimum ____% Maximum ____%

The LDSS will evaluate pay in the case of a [redefinition lateral \(same tier in the same pay band\)](#). Yes No

Percentage Increase (**Not Required**): Minimum ____% Maximum ____%

Methodology: Same Methodology as for Starting Pay

Section Amended

G. Voluntary Demotions

The LDSS will evaluate pay in the case of a voluntary demotion (**competitive**). Employee applies for and accepts position in lower tier in same pay band within same LDSS Yes No

Methodology: LDSS Derived Methodology

Indicate [LDSS Derived Methodology](#) (if applicable): Clarke County Dept. of Social Services will take into consideration the department's: Business Needs, Budget Implications, Current Salary, Duties and Responsibilities, Internal Salary Alignment, KSAs and Competencies, Long-term Impact, Market Availability, Performance, Salary Reference Data, Total Compensation, Training, Certification and Licensure, and Work Experience and Education.

The LDSS will evaluate pay in the case of a voluntary demotion (**non-competitive**). Current employee's request for position in lower pay band or lower tier in same pay band Yes No

Methodology: LDSS Derived Methodology

Indicate [LDSS Derived Methodology](#) (if applicable): Clarke County Dept. of Social Services will take into consideration the department's: Business Needs, Budget Implications, Current Salary, Duties and Responsibilities, Internal Salary Alignment, KSAs and Competencies, Long-term Impact, Market Availability, Performance, Salary Reference Data, Total Compensation, Training, Certification and Licensure, and Work Experience and Education.

Section Amended

H. [Internal Alignment](#) (fairness criterion that takes into consideration the proximity of an employee's salary to the salaries of similarly situated employees on such factors as experience, knowledge/skills/abilities, etc.

The LDSS will evaluate pay in the case of an internal alignment. Yes No

Percentage Increase (**Not Required**): Minimum ____% Maximum ____%

Methodology: LDSS Derived Methodology

Indicate [LDSS Derived Methodology](#) (if applicable): Clarke County Dept. of Social Services will take into consideration the department's: Business Needs, Budget Implications, Current Salary, Duties and Responsibilities, Internal Salary Alignment, KSAs and Competencies, Long-term Impact, Market Availability, Performance, Salary Reference Data, Total Compensation, Training, Certification and Licensure, and Work Experience and Education.

Section Amended

I. [Change of Duties](#) (New higher-level duties/responsibilities critical to LDSS Operations but do not warrant change in classification)

The LDSS may provide a pay for change of duties. Yes No

Percentage Increase (**Not Required**): Minimum ____% Maximum ____%

Methodology: LDSS Derived Methodology

Indicate [LDSS Derived Methodology](#) (if applicable): Clarke County Dept. of Social Services will take into consideration the department's: Business Needs, Budget Implications, Current Salary, Duties and Responsibilities, Internal Salary Alignment, KSAs and Competencies, Long-term Impact, Market Availability, Performance, Salary Reference Data, Total Compensation, Training, Certification and Licensure, and Work Experience and Education.

Section Amended

J. [End-of-Probation Increase](#) (May be awarded upon successful completion of probationary period)

The LDSS will provide an end-of-probation increase. Yes No

Flat percentage; not a range (**Required – Same Percentage Applies to All**): 3%

Section Amended

K. [End-of-Conditional-Status Increase \(Following a Promotion\)](#) May be awarded following successful completion of conditional status following promotion.

The LDSS will provide an end-of-conditional-status increase. Yes No

Flat percentage; not a range (**Required – Same Percentage Applies to All**): 3%

Section Amended

A. End-of-Trainee-Period Increase (Available only to FSS I, Fraud Investigator I, BPS I, Self-Sufficiency Specialist I). May elect to give a salary increase upon successful completion of the training period.

The LDSS will provide an end-of-trainee-status increase. Yes No

Flat percentage-Not a range (**Required – Same Percentage Applies to All**): _____%

Section Amended

B. Retention (May be granted to prevent employees from seeking employment outside of LDSS)

The LDSS may provide a salary increase for retention. Yes No

Flat percentage; not a range (**Required – Same Percentage Applies to All**): 4.5%

Section Amended

C. Attainment or Use of Critical Skill (May grant if now being used as part of regular job duties. Should not be exercised if already factored into starting salary or recent promotion)

The LDSS will provide a pay increase for attainment or use of critical skill. Yes No

If yes, please complete the table below:

Occupation Title:	Attainment Type/Critical Skill:	Percentage Increase	Agency need for this attainment type/critical skill
Family Services Specialist	Bilingual	5%	No available staff to serve population need
Benefit Program Specialist	Bilingual	5%	No available staff to serve population need
Administrative/Office Support	Bilingual	5%	No available staff to serve population need
		%	
		%	

Examples of critical skills include bilingual, certification, degree, licensure, other, etc.

Section Amended

D. Competitive Salary Offer (Counter-offer). The employee must have received a verified, higher salary offer for a position from another employer. The counter-offer is not to exceed the offer or the maximum of the salary range.

The LDSS may provide a competitive salary increase. Yes No

Section Amended

Section VI: Supplemental Pay

A. On-Call Compensation (Supplemental pay or leave granted for being assigned on-call duty to exempt and non-exempt employees who perform **adult and/or child protective services** and have completed required training)

The LDSS will provide on-call compensation. Yes No

Methodology:

- Payment of \$ 20.00 (not to exceed state board approved rate of **up to** \$25 per each 8-hour shift).
- Providing one hour of on-call leave per each on-call assignment (8-hour shift).
- Exercising either of the above options on a case-by-case basis.
- Providing compensation based on a locally derived methodology. Reimbursement by VDSS not to exceed \$25 per each 8-hour on-call shift.

Section Amended

B. Pay or Leave for providing Direct Service during On-Call Duty

1. For **non-exempt** employees covered under the Fair Labor Standards Act **who physically work more than 40 hours in a given workweek**

- Provide overtime payment at time and one half the regular hourly rate for each hour of direct services in excess of 40 hours in the work week.
- Provide compensatory leave at time and on half for each hour of direct services in excess of 40 hours in the work week.
- Exercise either of the above options on a case-by-case basis.

2. For employees **exempt** from the Fair Labor Standards Act (please indicate option chosen below):

- Compensate at the regular salary rate for each hour actually worked while on call.
- Provide special duty leave for each hour actually worked while on-call.
- Exercise either of the above options on a case-by-case basis.

3. For **non-exempt employees** covered under the Fair Labor Standards Act **who have actually worked fewer than 40 hours in that work week**, including direct service while on call (please indicate option chosen below):

- Compensate at the regular salary rate for each hour actually worked while on-call.
- Provide special duty leave for each hour actually worked while on-call.
- Exercise either of the above options on a case-by-case basis.

Section Amended

C. Temporary/Acting Pay (Assigned different duties at same/higher level of responsibility on "interim" basis). Management discretion; not automatic. Title remains the same.

The LDSS may provide temporary/acting pay increases. Yes No

New executive or managerial responsibilities-flat percentage	(Not to exceed 35%): <u>10%</u>
New supervisory responsibilities-flat percentage	(Not to exceed 25%): <u>5%</u>
New non-supervisory responsibilities-flat percentage	(Not to exceed 15%): <u>3%</u>

Section Amended

Section VII. Evaluation Date

Choose one of the following:

- All employees are evaluated annually on their anniversary date or evaluation date.
 All employees are evaluated on a single annual date. Provide annual evaluation date: _____

Section Amended

Section VIII. Sick Leave Accumulation Payment

A. Indicate the maximum dollar amount the LDSS will pay employees for unused accrued sick leave balances upon separation. The allowable amount of payment is the lessor of 25% of the accrued leave or the maximum payout amount selected below (if applicable):

- \$2,500
 \$5,000

B. For LDSS following their locality sick leave policy, indicate locality sick leave payout amount:

Maximum Payout: \$

Section Amended

Section IX: Disability Leave Program

This section applies to those LDSS who have adopted the Disability Leave Program:

- A. Did your local board adopt the Disability Leave Program in Chapter 4, Section IX of the Administrative/HR Manual for Local Departments of Social Services? Yes No
- B. For those LDSS with employees who opted into the VRS Hybrid Retirement Plan effective July 1, 2014, reference Chapter 4, Section A of the Administrative/HR Manual, Section A, Subsection 6 for the use of frozen sick leave.

Section Amended

SECTION X: [RANGE REVISION](#)

Indicate the nature of any range revision being planned for fiscal year 2024-2025. Identify the basis for the range revision and provide the documentation for the change. Prior consultation with VDSS HR is required.

Will the LDSS request a new range revision in 2024-2025? Yes No

Basis for Range Revision (check all that apply)

- Market study
- Lack of qualified applicants
- Competition from other employers in the locality
- Cost of Living-(Refers to a cost of living increase related to the Locality, such that it impacts the salary ranges of the LDSS. State supported cost of living increases (COLA) should be entered in Section A).
- Turnover rate
- Update salary ranges based on having a previously approved range revision. If a range revision was previously approved, documentation of the basis for the range revision is not required. **To ensure your revised ranges are entered in HR Connect, Class and Comp will run a report showing**

the titles/ranges in HRC. You must verify the ranges and return the updated report to Class and Comp. If you are adding new positions, send those requests to the Local HR Connect Support Team.

1. Attach available documentation and data that supports the selected basis for the range revision
2. Attach new salary range(s)
3. Effective date of new range: _____

Indicate Employee Impact of the new salary ranges (Choose one of the options below):

- Employee salaries will be adjusted by a percentage equal to the percentage adjustment of the new minimum.
- Employee salaries that fall below the new minimum will be increased to the new minimum. No salary change will be made for employees above the new minimum.

Section Amended

Section XI: Approval Signatures (DO NOT PASSWORD PROTECT THIS PAGE)

LDSS Director Signature: _____

LDSS Director Print Name: Jennifer Parker Date: 4/17/2024

Local Board Chair Signature: _____

Local Board Print Name: Gerald Dodson Date: 4/17/2024

New comp plans, as well as amended plans, require a signed and dated signature page.

Your pay actions are not in effect until you have received an approved copy of your comp plan from VDSS HR.

Scan and email the completed and signed Local Department of Social Services (LDSS) Compensation Plan 2024-2025 form and all required reports/documentation to hr.class-comp@dss.virginia.gov.

Please include in the subject line of the email: Agency Name 2024-2025 Comp Plan. This ensures consistency in the naming convention and ease of locating the plan in the class comp mailbox.

Do not email the plan or any required reports/documentation associated with the plan to any other mailbox. Doing so will delay the approval process.

SECTION XII: HR APPROVAL OF COMP PLAN-HR USE ONLY

Please do not key any transactions until your comp plan has been approved. Once approved, your pay actions must be keyed in HR Connect exactly as they appear on your comp plan.

Compensation Plan Approval Signature:

Date Compensation Plan Approved:

