

MEMORANDUM

TO: Members, Utah State Board of Education

FROM: Scott Jones
Associate Superintendent

DATE: January 6-7, 2016

ACTION: Merit to Career Service Exempt Positions

Background:

There are Finance/Internal Accounting/Information Technology positions that are merit positions. Previous discussions have taken place on the process of converting these positions to Career Service Exempt (non-merit) positions.

Key Points:

The positions in the backup documentation are the only positions under consideration for the transition.

Anticipated Action:

Information will be shared on the total cost of conversion given a seven percent increase along with ensuring comparability in salaries of individual employees in similar positions.

Contact: Scott Jones, Associate Superintendent, 801-538-7514

DRAFT

CAREER SERVICE EXEMPT CONVERSION ELECTION SAMPLE

****THIS IS A NON-BINDING SAMPLE FORM****

This form is intended to determine if an employee will, “opt-in,” to change their current position and status to a career service exempt status effective July 1, 2016. For information purposes:

- I. Employee understands and acknowledges that by converting to career service exempt status in the appointed position, the following terms and condition of employment will apply:
 - a. Employee will serve at the will of the appointing authority, waiving all rights afforded career service employees.
 - b. If converting to a career service exempt schedule AB, AD, AR, or AT position, employee will be entitled to the benefits set forth below. If converting to a career service exempt schedule AS or AC position employee may be provided, at the discretion of the appointing authority, the benefits set forth below.
 1. State Paid Term Life Insurance: If approved through underwriting, the employee is eligible to receive additional state-paid life insurance coverage provided through the Term Life Program- Public Employees Health Plan:
 - A. Salaries less than \$50,000 shall receive \$125,000 of term life insurance;
 - B. Salaries between \$50,000 and \$60,000 shall receive \$150,000 of term life insurance;
 - C. Salaries more than \$60,000 shall receive \$200,000 of term life insurance.
 - c. If Employee is in career service at the time of conversion with no break in service before conversion, and Employee is later not retained or is otherwise separated from the career service exempt appointed position, unless separated for cause, employee shall be given any preferential right or consideration provided by statute and/or Department of Human Resource Management rule existing at the time of separation from the career service exempt appointed position.
 - d. If Employee is separated for cause from the career service exempt appointed position, Employee is not entitled to any preferential right or consideration provided by statute and/or Department of Human Resource Management rule existing at the time of separation.
 - e. If separated from the state service through an action initiated by management, to include resignation in lieu of termination, Employee may receive a severance benefit but only as provided by statute and/or Department of Human Resource Management rule at the time of separation from the career service exempt appointed position.
- II. If Employee elects to convert to career service exempt status in the appointed position, Employee will receive the following at the time of conversion.
 - a. A 7% increase to the current pay rate
 - b. Annual Changes as Appropriated/Determined by the Legislature
 - c. No Bonus or other incentive for the opt-in
 - d. Future incentives/bonuses are at the direction and discretion of the Superintendence

SAMPLE

Employee acknowledges, has read, and fully understands the terms and conditions associated with the conversion to career service exempt status. Employee understands that Employee has the option to remain in career service status in the appointed position, or voluntarily convert to career service exempt status in the appointed position when the time comes to choose. This is only a sample to help determine the amount of funding needed for the conversion. Based on this understanding, Employee:

(Please check one)

- Will likely elect to convert from career service status to career service exempt status as schedule _____ in the _____ position.

- Will likely remain career service status in the _____ position.

Employee ID: _____

Print Name: _____

Employee Signature: _____ Date: _____

****SIGNATURE IS FOR SAMPLE PURPOSES ONLY-EMPLOYEE HAS THE RIGHT TO CHANGE THEIR RESPONSE PRIOR TO THE OFFICIAL OPT IN DATE**