

Prior Related Work Experience

Employee Frequently Asked Questions

Last updated August 29, 2017



1. What do I have to do?

All benefit-eligible and merit employees need to enter and submit their directly related work experience into PeopleSoft by September 15, 2017. Employees must also indicate which of their previous jobs are equivalent to their current job.

2. Which employees need to submit their prior related work experience?

All benefit-eligible and merit employees. The following employees are **not** required to enter their prior related work experience: appointed and temporary.

3. What is considered related work experience?

It is work experience which qualified and prepared you for your current job. The duties and responsibilities were at least 50% the same as your current job.

4. How do I know which of my previous jobs is equivalent to my current job?

Equivalent work experience is your previous jobs which are equal to your current job. These jobs required the same or equivalent levels of knowledge, skills and experience as your current job.

5. What will Human Resources do with the information gathered?

1. Employees' prior related work experience will be used to determine their vacation leave accrual rate.
2. Prior related experience that is equivalent to an employee's current job will be used to address compression. Human Resources will compare this information to an employee's pay to determine where the compression issues are. Based on this information, they will then determine the best recommendations to remedy the compression issues.

6. I'm a sworn employee. How will my information be used?

Your prior related work experience will be used to determine your vacation accrual rate. It will not be used in the compression analysis.

7. What is vacation leave accrual rate?

It determines the number of vacation hours you receive per pay period. Beginning January 1, 2018, under [HR Policy 4-200](#) your prior related work experience will be included when determining your vacation leave accrual rate.

8. What is the timeline?

All benefit-eligible and merit employees must enter and submit their prior related work experience by September 15, 2017. Supervisors will review their employees' information by the end of September 2017. Human Resources' analysis of the data is expected to be complete by December.

9. I already provided my related work experience last year. Why are we doing this again?

The information you provided previously will be available for you in PeopleSoft. You will need to review the information, make any necessary edits, and submit it to your supervisor for approval. It is important that only directly related prior work experience is entered in PeopleSoft.

10. What is compression, and why is it a problem?

Pay compression is when employees with significant job experience are paid nearly the same as employees with much less experience in the same job. When employees feel their pay is not fair compared to others, it can cause morale issues, turnover and job dissatisfaction.

11. What caused Salt Lake County's pay compression issue in the first place?

Compression is caused by many factors over the course of a number of years by the following.

1. Restrictive and ineffective pay policies and practices
2. Market demands that necessitated paying newly hired, less experienced employees at rates that were very close to salaries of our seasoned, highly experienced employees
3. Outdated salary structures, which had little differentiation between each grades' midpoint

12. Should I enter my part-time prior related work experience?

Yes, all prior related work experience where you worked 10 hours or more each week should be entered. You will be able to designate how many hours per week you worked in each related job.

13. What if I'm new in my career and do not have any prior related work experience?

You do not need to enter any information into PeopleSoft.

14. What if all my prior related work experience is within the county. Doesn't Human Resources already have that information?

You only need to enter your prior related work experience from **outside** of the county. HR already has your county work experience. However, if you have already entered your county work experience, do not delete it. Review the information and make any necessary edits before submitting.

15. How will this affect my pay?

Human Resources will use the information you provide to determine where compression issues are and will then make recommendations for pay adjustments based on the analysis.

16. Will my pay be cut?

No employees' salary will be reduced as a result of this analysis.

17. How is Human Resources gathering this information?

Employees will enter their related work experience information directly into PeopleSoft. A tutorial explaining how to enter information can be found at slco.org/human-resources/compensation.

18. What if I don't have access to a computer?

All employees should have a PeopleSoft log in. Coordinate with your supervisor to determine which computer you can use to enter the information in PeopleSoft.

19. Who do I contact if I have questions?

Angie Pitt
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Visit slco.org/human-resources/compensation for more information

SALT LAKE COUNTY HUMAN RESOURCES