

# Prior Related Work Experience

## Supervisor Frequently Asked Questions

*Last updated August 29, 2017*

### 1. What do I have to do?

As a supervisor, you are responsible for reviewing and approving the information submitted by your employees. Once you approve the information, Human Resources will review and analyze.

### 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 the timeline?

Supervisors will review and approve their employees' information by the end of September 2017. Human Resources' analysis of the data is expected to be complete by December.

### 4. If my employees entered their related work experience last year, do they have to enter it again?

The information these employees provided previously will be available for them to review and edit in PeopleSoft. They will still need to go into the system to review and make any necessary edits to their information before submitting it to their supervisor for review. It is important that only directly related prior work experience is entered in PeopleSoft.

### 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. How will sworn employee's information be used?

Sworn employee's prior related work experience will be used to determine their 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 an employee receives per pay period. Beginning January 1, 2018, under [HR Policy 4-200](#) prior related work experience will be included when determining vacation leave accrual rates.

**8. What is considered directly related work experience?**

It is work experience which qualified and prepared an employee for their current job. In directly related work experience, their duties and responsibilities were at least 50% the same as their current job.

**9. How do I identify equivalent work experience?**

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

**10. What if I don't think my employee's information is accurate?**

Discuss your concerns and questions with the employee. You will be able to include notes on the employee's information indicating your concerns and what changes you've discussed are needed with the employee.

**11. What if I'm not sure if my employee's work experience is equivalent to their current job?**

Please use your best judgement to determine this information. HR will evaluate this information and will be able to determine if certain prior related experience is also equivalent to an employee's current job.

**12. What if I think my employee needs to change the information they've entered?**

The employee will not be able to make any changes to their information once it has been submitted to their supervisor. However you, as their supervisor, can include notes when reviewing their information if you feel there are changes that need to be made.

**13. What will Human Resources do with the information gathered?**

Human Resources will analyze all employees' total related experience as compared to their pay to determine where the compression issues are. Based on this information, we will then determine the best recommendations to remedy the compression issues.

**14. What is compression & 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. When employees feel their pay is not fair compared to others, it can cause morale issues, turnover and job dissatisfaction.

**15. What if an employee doesn't have access to a computer?**

All employees should have a PeopleSoft log in. You will need to coordinate with them to determine which computer they can use to enter the information in PeopleSoft, and when they can complete the task during work hours.

**16. Who do I contact if I have questions?**

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