



STATE OF WYOMING

STATEMENT OF COMPENSATION PHILOSOPHY FOR EXECUTIVE BRANCH EMPLOYEES

Umbrella Statement

The compensation program for Executive Branch employees shall be designed to support the mission of the State and the agencies within the Executive Branch. The foundation of the compensation program is the legislatively adopted compensation philosophy which is intended to attract and retain quality employees with competitive compensation based on relevant labor markets. The compensation program and its component plans shall be based upon principles of fairness and equity and shall be administered with sound fiscal discipline. The compensation program and its component plans shall reinforce a productive work climate, a culture of accountability and encourage employees to achieve their career potential with the State.

Component Statements

- 1) The responsibilities for developing and implementing the compensation program are as follows:
 - a. The Legislature is responsible for the adoption of the State's compensation philosophy and the provision of funding for the compensation program.
 - b. The Department of Administration and Information with the oversight of the Governor is accountable for the development and consistent administration of the compensation program and its component plans for the Executive Branch.
 - c. Agency heads are accountable for proper administration of the compensation program and its component plans within their agencies.
- 2) The compensation program and its component plans shall be based on consistent principles of fairness throughout the State yet will be flexible to meet changing needs. There shall be one statewide compensation policy with multiple pay plans to address different job specialties. Agency heads will have flexibility to utilize compensation as a means to have the best employees in the appropriate roles to meet their business and human resources needs.

- 3) Establishing the value of compensation shall be based both on principles of internal equity as measured by a defensible method of job evaluation and external value as measured by competitive compensation in the relevant market.
- 4) All aspects of compensation (base salary, benefits, allowances and incentives) shall be considered as a total compensation package for State employees. The State's pay programs shall allow both fixed and variable compensation as well as non-cash reward and recognition programs.
- 5) Total compensation, as defined above, shall be targeted at a competitive level when compared to the appropriate labor markets to allow the State to attract and retain the quality and quantity of employees needed to fulfill its service commitments to its citizens.
- 6) Pay delivery mechanisms shall be based on a combination of establishing and maintaining relativity to market, achievement of performance objectives, recognition of differences in job content and the acquisition and application of further knowledge, skills and abilities.
- 7) The State is committed to ensuring that its salary structures and rates of pay are up to date. To accomplish this, the Department of Administration and Information shall conduct market surveys at regular intervals. There shall be a planned approach to ensure that the classification of employees and allocation to grades based on principles of job evaluation is kept current.
- 8) The compensation program and its component plans shall reinforce a work culture and climate where employees are recognized and rewarded competitively as compared to market for achievement of their expected level of contribution. Any changes to compensation must be reasonable and take into consideration both the needs of the State as an employer and the citizens receiving services from the State.

VISION

To provide all state agencies with one consistent comprehensive compensation policy to recruit, retain, and reward state employees.

MISSION

To apply and maintain policies and procedures that provide internal alignment and incorporates market based data into pay ranges while establishing consistent and equitable base pay and non-base pay actions that will be consistently applied for all state employees.