



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
ONE ASHBURTON PLACE, BOSTON, MA 02108

DEVAL L. PATRICK
Governor

TIMOTHY P. MURRAY
Lieutenant Governor

LESLIE A. KIRWAN
Secretary

PAUL DIETL
Chief Human Resources Officer

MEMORANDUM

TO: Cabinet Secretaries, Division Directors, Agency Heads, Human Resources Directors and Chief Information Officers

FROM: Paul Dietl, Chief Human Resources Officer *Paul Dietl*
Anne Margulies, Chief Information Officer, ITD

DATE: October 9, 2007

RE: Guidelines for FY 08 Salary Increases for Technical Pay Law (TPL) Employees

The following guidelines have been established for Technical Pay Law (TPL) salary increases awarded during Fiscal Year 2008. The Executive Office of Administration and Finance has approved these changes:

Cap on Technical Pay Law Increases:

- The combined total of increases to base pay (“salary increases”) **and** one-time payments (“bonuses”) to be awarded during FY 2008 **may not exceed a pool of 3% of an agency’s total TPL salaries, or a maximum of 6% of the employee’s salary. TPL increases awarded during FY08 cannot exceed an overall budget pool of 3% of base TPL salaries measured as of the pay period ending June 23, 2007.** Agencies who wish to request an exception to this policy, for example for an employee whose performance exceeds expectations, may use the “Procedure for Requesting Exceptions” below.
- Based on a review of 2007 structural salary band increases, a 3% structural increase has been applied to the new TPL range:

New FY08 TPL Ranges:

TPLA	\$48,925 to \$75,600
TPLB	\$56,240 to \$98,880

Example 1: If a TPL employee has an annual salary of \$65,000, he/she can be awarded up to \$68,900 in FY 2008, a 6% increase to his/her base pay, as long as this does not exceed an agency-wide pool of 3% of total TPL salaries. If the increase is more than 6%, or if the increase causes the pool to exceed 3%, the request for approval must be submitted to HRD/ITD first before implementation.

Example 2: If a TPLA employee has an annual salary of \$73,000, he/she can be awarded up to \$75,600 in FY 2008 (the maximum for a TPLA title), a 3.56% increase to his/her base pay, as long as this does not exceed an agency-wide pool of 3% of total TPL salaries.

Example 3: Agencies should consider giving TPL employees who are at the maximum of their TPL range a one-time bonus to adjust for cost-of-living increases.

Effective Date of Increases

Agencies that wish to pay TPL salary increases effective July 1, 2007 must enter these increases in the payroll system, or submit their request for exceptions to the guidelines to HRD, **no later than October 26, 2007**. If there are no exceptions and the agency is within its 3% pool, then they may go ahead and implement their increases without HRD approval.

Those TPL increases that are entered by agencies or submitted to HRD as exceptions after the October date will be effective no earlier than the date entered on HR/CMS, or the date the exception request is received at HRD.

Procedure for Requesting Exceptions:

1. Prepare the following documentation for submission to the Human Resources Division:
 - Completed form “Request for Exception to Technical Pay Law Salary Increase Cap”
 - Current position description (Form 30)*
 - Current organization chart
 - Employee’s resume*

* For the employees whose salaries are exceptions only

Note: Although the increase must be supported by achievement of performance objectives that were documented in the EPRS process, do not send copies of the EPRS form.

2. Determine amount of increase to be requested.
3. Complete the form including the amounts and percentage of base pay or one-time bonuses calculated based on the above guidelines for **all** TPL employees within your agency, so that the exception requests can be reviewed in the context of all the other TPL increases in your agency.
4. Submit the form, position descriptions, organization chart, and resumes to the Human Resources Division to Larry Albert, Policy Developer.
5. The form will require the approval of the Information Technology Division (ITD) as well as the Human Resources Division.

If you have any questions related to the above please contact Larry Albert, Policy Developer at 617-878-9740, or by email at: larry.albert@massmail.state.ma.us. You may also contact Ellen Wright, Director of IT Staffing (ITD) at (617) 626-4446 or by e-mail at Ellen.Wright@massmail.state.ma.us. I thank you for your continued cooperation and involvement in this important program.