

Compensation & Classification Review process – FMC 2.2 – February 1, 2024

Compensation & Classification Review (CCR): A Compensation & Classification Review is a process during which representatives from the Indiana State Personnel Department (INSPD), State Budget Agency (SBA), Office of Management and Budget (OMB), and the Office of the Governor are tasked with managing specific personnel-related requests defined under SBA's Financial Management Circulars and INSPD's Compensation Policy.

Requests that deviate from SBA or INSPD policies and the following personnel-related request types *may* require review:

- Above minimum salary; specifically, a request above the 25th percentile of the classification's salary range;
- Executive hire, defined as classifications beginning in 00EX and 00EN;
- Job reclassification;
- New position;
- New classification;
- Position reactivation;
- Compensation or classification requests for any positions or personnel within Quasi or noncentralized HR agencies for which INSPD's policies do not apply;
- Overtime pay for classifications exempt under the Fair Labor Standards Act;
- Reorganization ;
- Salary adjustment; specifically, a permanent or temporary adjustment of 7% or more; or
- Spot bonus request exceeding the monetary parameters established in INSPD's Spot Bonus Policy.

The review of any of these items may be delegated to INSPD and/or SBA.

For guidance, please refer to INSPD's standardized policies.



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