

# **IT Optimization Workforce Letters of Agreement Update**

Strategic Staffing Team

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- Benefits
- Letter of Agreement- Cross Agency Staffing
- Letter of Agreement – Training
- Questions



- Employees bidding from the listed classifications are given priority in the selection process.
- Selection should be made in the following order:
  - Employees in the listed classifications for whom the new position would be a lateral transfer.
  - Employees in the listed classifications for whom the new position would be a promotion.
  - Employees in the listed classifications for whom the new position would be a demotion.
- If no selection can be made from those 3 categories, the selection should be made in accordance with Article 17.

- Employees must meet minimum qualifications at the time of application.
- Employees must show on the application how they meet minimum qualifications.
- Employees who take a lateral transfer to the SAME classification do NOT serve a probationary period.
- Employees who take promotions, demotions, or lateral transfers to a DIFFERENT classification serve a probationary period.
- If an employee who takes a lateral transfer to a DIFFERENT classification is not successful, the employee is returned to the employee's previous agency.

- Employees are permitted to interview for state positions on work time.
- Employees who bid on cross-agency opportunities can grieve non-selection.

- How to validate for minimum qualifications
  - **Guidance Document page 2-3**

MQs for SDS1	How an employee can meet the MQs
Core undergraduate program or equivalent (2 years' experience)	<ul style="list-style-type: none"> <li>• Associate equivalent from the INF4 MQs = 18 months experience +</li> <li>• If employee has passed probation, 6 months experience as INF4</li> </ul>
2 years' experience	<ul style="list-style-type: none"> <li>• 2 SDS related prerequisite courses = 6 months experience</li> <li>• 3 SDS focused courses (35-40 hours each) = 9 months experience</li> <li>• 9 months on-the-job training</li> </ul>

- 3 tracts in the training transition agreement:
  - Reassignment within classification
    - When to use? There is an opportunity to keep employees in the same classification and reassign duties within the classification.
  - Agency training transition plan
    - When to use? There is an opportunity for the employee to be reclassified within the employee’s home agency.
  - Enterprise training transition plan
    - When to use? There is no opportunity for the employee to be reclassified within the employee’s home agency and the employee needs to take advantage of cross agency bidding.

- How do we decide which employees go to which tract?
  - Volunteers first
  - If no one volunteers, reassignment shall occur by seniority among those with job duties impacted by optimization.
  - Any employee remaining where the agency cannot provide enough work to account for 100% of the employee's work time should be placed on an agency or enterprise transition training plan.
- When do we identify employees?
  - No later than 90 days after the services have migrated to the Optimized Environment.
- Do we have wait until 90 days after?
  - NO! Start working with employees as soon as possible. If the agency and the employees know that they are going to be impacted, take advantage of training opportunities now.

- What is the goal of the training plan?
  - To help an employee meet the minimum qualifications for a new position.
- The training plan must contain outcome-based goals.
- Agencies should use the Career Development Tool in ePerformance to manage the training plans.
  - **Guidance document Appendix 3 & 4**
- How do I know what training they need?
  - Work with CIO and managers in the areas that have the subject matter expertise.
  - For enterprise needs – use lines of business; work with other agencies.
  - Stay Tuned! OIT is working on developing a training plan

- Who pays for the training?
  - If the employee is on an agency tract and the training is part of the transition training plan, the agency is expected to provide any funds necessary. Keep in mind that employees have access to a wealth of information through Learn IT Ohio that is at no cost.
  - If the employee is on an enterprise tract, the employee can use available UET funds and OIT is also creating training opportunities for .net development and business process analysts.

- The Training Plan should include on-the-job experience in addition to classroom training.
- If the agency cannot offer on-the-job experience in-house, work with agencies in the lines of business to see if there are opportunities to allow employees to get on-the-job experience at another agency through a loaned employee arrangement.
  - Guidance document Appendix 1 & 2

- When does the employee transition to the new classification?
  - When the employee completes the training transition plan and meets the minimum qualifications for the new position.
- Does the plan have to take a year?
  - No. The plan only needs to take the amount of time that the employee needs to take classes or get on-the-job experience to meet minimum qualifications. However, it can't last more than a year, absent extenuating circumstances.
- When an employee transitions to a new classification, are they redlined?
  - No. Employees' pay should be adjusted according to the new classification.

- Does the employee have to apply/interview for the identified classification?
  - If the employee is on an agency transition plan, no. If the employee successfully completes the outcome-based goals and meets minimum qualifications, the employee is reclassified.
  - If the employee is on an enterprise transition plan, the employee has to use the cross agency bidding process and complete any interviews/assessments, etc.

- What happens if the employee does not successfully complete the transition training plan?
  - Agency can explore if there are opportunities within the employee's classification.
  - Agency should explore if the employee's actions during the plan violated agency work rules and if disciplinary action is appropriate.
  - Agency should contact OCB to explore other options under the collective bargaining agreement.

Questions?