

## CEO Approves Changes to HR Policies on Recruitment and Selection, Compensation

### > Direct Links

HR Policies are available on the Intranet at [http://intranet1/hr/HTML/Policies/TOC\\_Policies.htm](http://intranet1/hr/HTML/Policies/TOC_Policies.htm)

(June 4, 2002) CEO Roger Snoble has approved revisions to the MTA's Recruitment and Selection and Compensation policies. The changes were made following recommendations from consultant Booz Allen, as well as from focus groups held with hiring department heads from across the agency.

Click on the links below to go directly to the policies and revisions referred to above.

[HR 3-1 Recruitment and Selection Policy Revision Summary](#)

[HR 3-8 Compensation Policy Revision Summary](#)

These changes empower the hiring departments and give them much more flexibility and control in the hiring process.

### Key revisions to HR #3-1 Recruitment and Selection Policy include:

- The minimum time required to post bulletins was reduced to expedite the process,
- The requirement to fill *acting* assignments from a Qualified Candidate Profile (QCP) was eliminated to give hiring departments more flexibility, and
- The requirement to interview lateral transfers was changed to give the hiring departments the option to interview laterals or to only interview from the QCP.

The new HR #3-8 Compensation Policy includes the addition of new policies such as: Reclassification, Performance-Based Compensation, Hours of Work (including overtime) for Non-Exempt and Exempt Employees, Record Keeping and Time Claims.

### Key revisions to HR #3-8 Compensation Policy include:

- The requirement of an employee meeting the minimum qualifications in an acting assignment was removed to give hiring departments more flexibility;
- The process of signing salary proposals was streamlined;
- Salaries of employees voluntarily demoting to a lower-level classification within 12 months of their promotion will be reviewed instead of automatically reducing the salary by the amount received at the time of promotion; and
- A promotion occurs not only as a result of a successful selection process but also as a result of direct appointment by the CEO.

Implementation of these policy changes is effective July 1, 2002. The revised policies and details of all the changes can be accessed via the Intranet on the HR Department web page. Mandatory management training is tentatively scheduled for the month of June. Invitations for hiring department representatives will be sent out by Human Resources.

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