



16hr Salary Release Support, Backfill Process & Backfill Training

Salary Release

1. Part of the support mechanism for employees in training is to provide them with their full salaries & benefits while working 24 hours/week in their departments and using 16 hours/week for training. The 16 hours of salary will be paid through Project REACH/DoL Grant funds.
 - a. Once employees have been assessed at least twice a month departments will receive a listing of employees, from Project REACH career coaches, who received a score that indicates their readiness for training.
 - b. Based on this list managers should determine their department workload and how many employee schedules they will be able to accommodate in this 24/16 split.
 - i. Initial backfill plans should be explored
 - ii. Backfill options outlined below
 - c. Department managers/supervisors should let the career coaches know which employees they would be able to allow to go into training during the current round of training offerings.
 - i. The coaches will then contact those employees to develop their individualized educational/training plan
 - ii. Once employees have provided the career coaches with all the pertinent documents and have signed the service agreement, a salary release letter highlighting procedures for charging the 16 hours of salary release to the grant will be sent to the department.
 - d. Breakdown of salary release for those classified as full-time, but working less than 40 hrs/wk
 - i. 40 hrs/wk = 24 hrs in the department/16 hrs for training
 - ii. 36 hrs/wk = 24 hrs in the department/12 hrs for training
 - iii. 32 hrs/wk = 24 hrs in the department/8 hrs for training
 - iv. 30 hrs/wk = 24 hrs in the department/6 hrs for training

Backfill

Departments who are charging salary release to the grant account can use the money that they are not paying their employee in training to support backfill options. It is through this mechanism that the backfill plan is funded. Departments will work with their Career Services Office to secure backfill. The following are a few options for backfill



1. Overtime

- a. The budget relief caused by the 16 hours of salary release can be used to support overtime hours
 - i. This may be most effective with represented employees or highly skilled positions

2. Intrastaff –

- a. Intrastaff will work with the department or appropriate Career Services Office to secure an employee to fill the 16 hours that the current employee has now reserved for training.
- b. Charges include: salary, payroll tax, administrative costs. The salary release will cover salary & benefits, which should cover the charges from Intrastaff.
- c. Departments will fill out the Intrastaff request form (provided by Intrastaff), and, if they have not received a salary release document from Project REACH, should double check with Project REACH staff as to the employee's participation status.
 - i. Please indicate that this is for Project REACH and include the name of the employee who will be going into training and for whom you are requesting backfill
 - ii. Intrastaff will double check with the Project REACH office to make sure of the employee's participation status (has signed a service agreement or is scheduled to do so).
 - iii. Project REACH will confirm employee's participation status with Intrastaff & the requesting department
- d. Options
 - i. 1:1 replacement
 - ii. Internal promotion
 1. Intrastaff will be most successful in securing backfill for entry level positions.
 2. Any opportunity to fill the 16hour gap in scheduling internally with a strong employee who holds a less senior position (and salary), but expresses an eagerness to develop their career in the department would be the ideal candidate to fill the gap left by a more senior person.
- e. The department should not experience a change in their payroll costs as a result of following this process.
 - i. Potential cost savings incurred by filling the 16hour gap in scheduling with someone at a lower pay rate should provide enough money to cover salary & payroll tax
 - ii. This would have to be worked out on a case by case basis
 - iii. May have a positive impact in motivating employees to use this opportunity to cross-train within their department.



Backfill Training

1. A listing of departments that have employees who have filled out applications and have been assessed through Project REACH will be shared with Intrastaff so they have an idea of the potential demand.
 - a. These departments represent all of the departments that may express a need for backfill
 - b. Given the timing of the backfill request and availability, prior to entering the training program the department of the employee going into training can be provided the salary release information so that the current employee can use that time to help train the backfill temporary.
 - i. Departments should indicate this need on the Intrastaff request form and to the Project REACH career coach.

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