

**INSTRUCTIONS FOR COST NEUTRALITY ASSESSMENT FORMS CNA1, CNA2
AND CNA3**

Form CNA1:

This worksheet is used to identify all positions that are impacted by the proposed reorganization. Examples of the affected position being directly impacted by the proposed reorganization include but are not limited to: the position having a change in supervisor; the position being re-classified; and the position being moved into a different organizational segment. Each row should include specific information as identified in the current budget details (refer to the descriptions below) for each position under the current organization and under the proposed organization. The worksheet will calculate the salary surplus/shortfall and percentage of salary change, and whether the Governor's approval of the position variance is required. This worksheet will also total up all the salary changes to provide a net cost of the reorganization with respect to the affected position salaries.

When starting this worksheet input the department name in the third row; this will subsequently input the department name in Forms CNA2 and CNA3 for the department's convenience. When data input is complete, unused rows are to be hidden. Form CNA1 must be attached to the reorganization request.

Current Organization

Program ID/Org Code: Input the program ID and organization code for the affected position(s).

Position No.: Input the position number for the affected position(s).

Permanent/Temporary: Indicate whether the affected position(s) are permanent or temporary. A drop-box including both options will appear when the cell is left-clicked.

MOF: Input the MOF for the affected position(s).

Position Title: Input the position title(s).

FTE: Input the FTE for the affected position(s).

Budgeted Salary: Input the budgeted salary for the affected position(s).

BU (Bargaining Unit): Input the bargaining unit for the affected position(s).

Organizational Segment: Input the current organizational segment for the affected position(s) as indicated in the current organization chart. Organizational segments are defined in Administrative Directive 17-01(Definitions)(B).

Supervisor Position No.: Input the position number for the supervisor of the affected position(s).

Supervisor Position Title: Input the position title for the supervisor of the affected position(s).

Current Organization Breakdown by MOF: These fields will be automatically generated and will add the FTE and salaries by MOF for all positions inputted in this section.

Proposed Organization

Program ID/Org Code: Input the program ID and organization code for the affected position(s).

Position No.: Input the position number for the affected position(s).

Permanent/Temporary: Indicate whether the affected position(s) are permanent or temporary. A drop-box including both options will appear when the cell is left-clicked.

MOF: Input the MOF for the affected position(s).

Position Title: Input the proposed position title(s) for the affected position(s).

FTE: Input the FTE for the affected position(s).

Budgeted Salary: Input the budgeted salary for the affected position(s).

BU (Bargaining Unit): Input the bargaining unit for the affected position(s).

Organizational Segment: Input the current organizational segment for the affected position(s). Organizational segments are defined in Administrative Directive 17-01(Definitions)(B).

Supervisor Position No.: Input the position number for the supervisor of the affected position(s).

Supervisor Position Title: Input the position title for the supervisor of the affected position(s).

Proposed Organization Breakdown by MOF: These fields will be automatically generated and will add the FTE and salaries by MOF for all positions inputted in this section.

Note: Authorized budgeted positions not currently placed on the organization charts that are being added to an organizational segment through a proposed reorganization should have the position's information inputted in the Proposed Organization section of this worksheet while the information in Current Organization should be left blank.

Change Summary

Salary Surplus/Shortfall: This field is automatically generated and will calculate the salary surplus/shortfall between the current and proposed organization for the affected

position(s). A negative number indicates a salary deficit that will need to be offset with information inputted in Form CNA2.

% Salary Change: This field is automatically generated and will calculate the salary increase(s) (represented as a percentage) between the current and proposed organization for the affected position(s).

Governor Approval of Variance Needed: This field is automatically generated and will produce a “Yes” or a “No” to indicate if the Governor’s approval through B&F is needed for a position variance. Note: Refer to the current budget execution policies for position variances that require the Governor’s approval through B&F.

Comments: Provide explanatory comments describing the proposed change in organization as necessary. (Ex. New position added through Act 49, SLH 2017), Position to be re-described, etc.)

Change Summary Breakdown by MOF: These fields will be automatically generated and will show the FTE difference, salary surplus/shortfall, and % salary change by MOF.

Note: See Sample Form CNA1 (1) and Sample Form CNA1 (2).

Form CNA2:

In this worksheet, departments are to provide specific information for each line item in the budget details being used as a tradeoff/offset to fund the additional salary costs produced by the reorganization. This worksheet will total up all the budget tradeoffs/offsets and indicate whether the budget tradeoff/offset savings are sufficient to cover the additional salary costs of the proposed reorganization. Form CNA2 must be attached to the reorganization request.

Personal Services

Prog ID/Org Code: Input the program ID and organization code for the affected line item.

Position No./Line No.: Input the position number or line number for the affected line item.

Table ID: Input the table ID for the affected line item. A drop-box will appear when the cell is left-clicked on and will display J1, J1A, and T1.

MOF: Input the MOF for the affected line item. Note: the line items listed should have the same MOF for salary surplus/shortfall produced by the proposed reorganization in Form CNA1.

Position Title/Other Personnel Services: Input the position title or other personnel services description for the affected line item.

FTE: Input the FTE for the affected line item.

Trade Off/Offset Amount: Input the amount to be used as a tradeoff/offset from the affected line item to balance the salary surplus/shortfall from the proposed reorganization.

Comment: Input explanations for the affected line item tradeoffs/offsets as necessary.

Others

Prog ID/Org Code: Input the program ID and organization code for the affected line item.

Line No.: Input the line number for the affected line item.

Table ID: Input the table ID for the affected line item.

MOF: Input the MOF for the affected line item.

Description: Input the description for the affected line item.

Object Code: Input the object code for the affected line item.

Trade Off/Offset Amount: Input the amount to be used as a tradeoff/offset from the affected line item to fund the additional salary costs from the proposed reorganization.

Comment: Input explanations for the affected line item tradeoffs/offsets as necessary.

Note: If more than nine line item tradeoff/offsets are necessary in either personal services or other current expenses, right-click on the row that says “ADD NEW LINE ABOVE”, and left-click “Insert” to create a new row.

Tradeoffs/Offsets Summary by MOF

MOF and Salary Surplus/Shortfall: These are automatically generated fields that will display the MOFs and the salary surplus/shortfalls produced by the proposed reorganization in Form CNA1.

Tradeoffs/Offsets Amount: This is an automatically generated field that will total up the tradeoffs/offsets by MOF from both the personal services and other current expenses line item tradeoffs/offsets.

Salary Surplus/Shortfall + Tradeoffs/Offsets: This is an automatically generated field that will display if the reorganization is cost-neutral.

Comment: Input explanatory comments for the affected MOFs as necessary.

Note: See Sample Form CNA2 (1) and Sample Form CNA2 (2).

Form CNA3:

This worksheet is an automatically generated summary of the proposed organization and is intended to be a simplified reference for discussion purposes. Before submission, the unused rows should be manually hidden. Form CNA3 must be attached to the reorganization request.

Note: See Sample Form CNA3 (1) and Sample Form CNA3 (2).