

PPM #16

Policy Name: *Optional Pay Adjustments*
Effective Date: *July 1, 2004*
Revision Date: *January 5, 2011; December 1, 2011; February 1, 2012;
June 4, 2014*

Authorization:



Charles R. Davis, Deputy Secretary

PHILOSOPHY

In accordance with Civil Service Rule 6.16.2, it is the policy of the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) to provide management a means by which to retain a valued employee whose loss would be detrimental to the Department; adjust inequitable pay situations; compensate employees for performing additional duties of either a permanent or temporary nature; and recruit employees into difficult-to-fill positions.

APPLICABILITY

This policy is applicable and restricted to full-time permanent classified employees in the OLG/DCRT.

POLICY

Provided that funding is available, the Department will consider granting either base pay or lump sum adjustments to employees in the following circumstances:

A. MATCHING A JOB OFFER

Employees determined by the Deputy Secretary, Appointing Authority, and Human Resources Director to be essential to the department may receive a base pay increase of up to 10% of their annual salary in order to match a written and verified job offer from a private employer, an unclassified position with another agency in State service, or a position at a non-State governmental entity. Employees who are at the range maximum may receive a one-time lump sum payment of up to 10%. Requests in accordance with this provision must include a written justification of the employee's value to the Department and the impact this adjustment will have on other positions within the applicable division.

B. COMPRESSION PAY

A base pay increase of up to 10% may be granted to an employee whose pay is affected by an increase given to other comparable employees in either the same job

series or supervisory chain. Consideration will only be given in those instances where the implementation of Civil Service Rule 6.5(b), 6.5(g), implementation of a structure adjustment or similar circumstances caused the pay discrepancy. Employees at range maximum will not be eligible for an increase.

C. ADDITIONAL DUTIES

Permanent Additional Duties: A base pay increase of up to 7% may be granted to employees who are assigned additional duties on a permanent basis. Such assignment of duties shall be documented in an official position description and submitted along with the Optional Pay Request. An employee may not receive more than 15% base pay increases within three consecutive years for this purpose.

Employees at range maximum who are assigned additional duties on a permanent basis may receive a one-time lump sum of up to 7%.

Temporary Additional Duties: A lump-sum adjustment of up to 7% may be granted to employees who are assigned additional duties for a limited time period after the duties are performed.

NOTE: Any request for adjustments greater than 7% (up to 10%) requires approval by the Civil Service Commission. An employee shall not be eligible for either a lump-sum or base pay increase for additional duties if he/she has already been compensated according to another Civil Service Rule.

D. RECRUITMENT

A base pay increase of up to 10% may be granted to a permanent status, classified State employee, in addition to any other compensation granted under Civil Service Rule 6.7, in order to recruit employees into a position for which recruiting is difficult. A written justification must be provided to and approved by the Human Resources Director prior to announcing a vacancy utilizing this provision. Such justification may include that critical operations have been hindered/shutdown, responses to prior internal postings produced no suitable candidates, undesirable work location or conditions, etc.

An employee at pay range maximum will receive a one-time lump sum payment of up to 10%.

The maximum increase that an employee may receive in a fiscal year is 10%.

PROCEDURES FOR OPTIONAL PAY REQUESTS

1. All requests relative to the performance of additional duties must be submitted to the Human Resources Director with the following:
 - a. Optional Pay Adjustment Questionnaire for Additional Duties;
 - b. Position Description (SF-3), if the assigned duties are permanent; and
 - c. Memorandum of Justification (see #2 below).

2. All requests for application of this rule must be submitted to the Human Resources Director with a memorandum of justification. The memorandum must include specific information such as the employee's name, the proposed effective date of the increase, the start of the activity for the increase, the proposed percentage increase as allowed by this policy, and the specific details justifying the request, i.e., job offer, additional duties, etc.
3. Optional Pay requests must be signed and dated by the Appointing Authority of the requesting agency.
4. Effective date of the increase must be prospective of the request and not retroactive.

This policy shall be available to all employees through the OLG/DCRT intranet (Channel Z). A listing of all employees who receive increases according to this policy shall be posted in the same manner. An annual report shall be submitted by July 31 to Civil Service detailing all payments made to employees under this policy.

QUESTIONS

Questions regarding this policy should be addressed to the Human Resources Division.

Summary of Changes: Revised policy number (December 1, 2011); Removed requirement to submit the Delegated Optional Pay Report form in accordance with HR Handbook Update No. 2012-001 and changed the posting requirement from bulletin boards to the department's intranet site (February 1, 2012); Minor verbiage changes, removed rule citation, reorganized content and added 15% cap within three consecutive years for additional duties provision to reflect 4/2/14 rule changes, updated basis upon which recruitment increase can be justified (June 4, 2014).