

**PPM #43**

**Policy Name:** *Pay for Employees Appointed at Range Minimum*

**Effective Date:** *July 30, 2012*

**Revision Date:**

**Authorization:**

  
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*Charles R. Davis, Deputy Secretary*

**I. POLICY**

In accordance with Civil Service Rule 6.31, the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) may grant a 2% base pay increase for eligible employees appointed at the minimum of the pay range to aid in the recruitment and retention of department employees.

**II. APPLICABILITY**

This policy applies to all classified employees of OLG/DCRT hired on/after July 1, 2012.

**III. ELIGIBILITY REQUIREMENTS**

In order to be eligible for payment under this policy, an employee must meet the following conditions:

- a) Serves in a job, probational or permanent appointment status.
- b) Appointed at the minimum of the pay range. (Employees appointed utilizing Civil Service Rule 6.5(b) or 6.5(g) are not eligible under this policy).
- c) Served at least six (6) months in the appointment.

**IV. PAYMENT CONDITIONS**

Payment may only be granted within twelve (12) months of the effective date of the employee's eligible appointment. Also, the employee must be serving in the same appointment that made him eligible under this policy on the date the payment is granted.

**V. QUESTIONS**

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

*Summary of Changes: New policy (July 30, 2012).*