



Special Pay/Appointment Action Form

All special pay actions must be approved by DAS-HRE **PRIOR** to making an offer or providing notice to a new or current employee. This form must be completed for **all** special pay actions. Please review the [Special Pay/Appointment Action Guidance](#) to accurately complete this form.

Select the type of action (and EXTENSION, if applicable):

- [Advanced Appointment Rate](#)
- [Higher Rank Allowance for SPOC](#)
- [Increased Credentials](#)
- [Lead Worker](#)
- [Red Circle](#)
- [Shift Differential / Standby](#)
- [Call Back \(OT Exempt\)](#)
- [Change of Duty Station](#)
- [Exceptional Job Performance](#)
- [Special Duty](#)
- [Extraordinary Duty for a Class of Employees](#)
- [Extraordinary Duty for an Employee](#)
- [Recruitment/Retention Payment](#)
- EXTENSION

Employee, Candidate, or Class: _____

Agency Name: _____

Job Class Title: _____ 6- Digit Position Number: _____

Annual or Hourly Base Pay: _____ Biweekly Base Pay: _____

Effective Date: _____ Expiration Date (if applicable): _____

Provide the justification for this action in the space below and complete the appropriate section on the next pages. Attach additional sheets, as needed.

Department Director Signature

Date

DAS-HRE WILL COMPLETE THIS SECTION

- Approved Denied Discretionary Non-Discretionary

Comments:

HR Consultant Signature

Date

DAS-HRE Designee Signature

Date

Select the Appropriate Boxes

Advanced Appointment Rate

11 IAC 53.5(1) (Individual) 11 IAC 53.5(2) (Blanket)

Minimum annual or hourly base pay of applicable pay grade: _____

New Employee: Additional percentage above the minimum base pay: _____

Current Employee: Additional percentage above the employee's current base pay: _____

Proposed annual or hourly base pay: _____ (if annual, must be divisible by 2,080)

If applicable, attach the names and qualifications for current employees to be adjusted due to equivalent qualifications (11 IAC 53.5(1)). Additional information documenting the economic or employment conditions must be submitted when requesting a blanket advanced appointment rate (11 IAC 53.5(2)).

For help in calculating percentages, you may refer to the [Advanced Appointment Rate Calculator](#).

Higher Rank Allowance for SPOC-Covered Employees

Article IX, Section 10 Higher Rank Allowance

Acting Supervisor (10%)

Lead Worker (5%) – Conservation Officers Only

Number of pay periods: _____ Additional pay per pay period: _____ (must be divisible by 80).

Increased Credentials

11 IAC 53.9(6)

Percentage (not to exceed the pay range maximum): _____

Lead Worker

11 IAC 53.8(1)

Percentage (up to 15%): _____

Attach a copy of the Position Description Questionnaire (PDQ), as well as an organizational chart identifying the positions (both name and classification) that will be led.

Red Circle

11 IAC 53.6(3) or SPOC Article VII, Section 3(C)

Additional pay per pay period: _____ (must be divisible by 80)

Shift Differential

11 IAC 53.9(1)

Standby

11 IAC 53.9(3)

Call Back for Overtime Exempt

11 IAC 53.9(2)

Change of Duty Station

11 IAC 53.6(13)

Percentage (up to 5%): _____

Exceptional Job Performance

11 IAC 53.9(4)

Lump sum pay amount (not added to base pay): _____

Number of pay periods to pay out: _____

For an Allowance, setup the payment to spread across three or more pay periods. For a One-Time Payment, setup the payment to spread across one or two pay periods.

Special Duty

11 IAC 53.8(2)

Percentage: _____

Position number to which temporarily assigned: _____

Extraordinary Duty

11 IAC 53.8(3)

Percentage: _____ or Additional pay per pay period: _____ (must be divisible by 80)

Med Passer

Med passer pay is set at \$.75 per hour, and is paid only for those hours worked during the shift in which the medication passing duties are assigned. In the justification on the first page, include information detailing the criteria used to determine when an employee or class of employees is eligible for the med passer pay.

Recruitment/Retention Payment

11 IAC 53.9(5)

Lump sum amount (not added to base pay): _____ Number of pay periods to pay out: _____

For an Allowance, setup the payment to spread across three or more pay periods. For a One-Time Payment, setup the payment to spread across one or two pay periods.

As a condition of receiving recruitment or retention pay, the recipient must sign an [agreement](#) to continue employment with the appointing authority for a commensurate period of time. Attach a draft copy of an agreement explaining the terms of the payment and its potential recoupment.
