Special Pay/Appointment Action Guidance

Purpose

A Special Pay/Appointment Action form must be completed and signed in order for an employee to receive any of the Special Pays identified in this section. The following information is necessary to accurately complete the form for processing:

- Type of action requested and whether it is an original or an extension of an earlier request.
- Employee's name, department, current 6-digit position number, class code, and class title.
- Current annual or hourly base pay. For new employees, this should reflect the pay range minimum of the job classification.
- Effective date, requested number of pay periods, and expiration date. The expiration date cannot exceed one year beyond the effective date of the action.
- Written justification describing the reasons for the Special Pay. For the advanced appointment rate, the written justification must describe the reason(s) for the request and explain how the specific education and/or experience exceeds the minimum qualification requirements.
- As a condition of the Recruitment/Retention payment, the Agreement for Receipt of Recruitment or Retention Pay must be completed and signed at the time of payment.

This guide provides Manager and Supervisors with the definition and required process for each Special Pay action.

For more information about Discretionary Bonuses and Nondiscretionary Bonuses for FLSA covered staff, visit the DOL Fact Sheet.

Once the Special Pay/Appointment Action form is complete, submit the Special Pay/Appointment Action form to your Human Resource Consultant (HRC) for review. The HRC will review the form and will notify the agency if there are questions and whether the request is approved. A copy of the approved Special Pay/Appointment Action form should be maintained in the Employee's personnel file. See the Managers and Supervisors Manual for more information.

Administrative Rules

11 IAC 53 Pay

11 IAC 59 Promotion, Transfer, Temporary Assignment, Reassignment and Voluntary Demotion

Audience

Managers and Supervisors

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Advanced Appointment Rate

Individual Advanced Appointment Rate

Definition

The advanced appointment rate must be approved by DAS-HRE in advance of the offer of employment to the employee.

We recommend a thorough review of the applicant's resume to determine the appropriate rate of offer. We do not recommend waiting until the applicant requests a specific amount for salary or that the applicant declines the minimum of the pay grade offered.

New hires, with no education or experience beyond the minimum qualifications for the position, are paid at the minimum pay rate for the job class to which they are hired. For new hires or reinstatements of Employees, an agency may request an advanced appointment rate for an applicant who possesses qualifications in excess of the minimum required for the job class.

When considering whether an advanced appointment rate is appropriate, the hiring agency should discuss the proposed rate of pay with your assigned DAS Human Resources Consultant prior to making an offer, keeping in mind the following:

- Advanced appointment rates are based on education and/or experience that is directly related to minimum qualifications of the job class description. There may be instances, based on the minimum qualifications of the position, where a new hire's education or previous work experience is not relatable to the minimum qualifications of the position.
- A review of current employee salaries in the work unit and same job class should be completed to determine pay equity based on years of experience compared to the new hire.

- All new hires and reinstated Employees that start at a rate of pay above the minimum of the job class to which they are appointed require a Special Pay/Appointment Action form (CFN 552-0125).
- Advanced appointment rates are based on education and/or experience that is directly related to the duties required of the position when compared to the minimum qualifications.

When considering an appropriate rate of pay for an advanced appointment, agencies should use the following guideline:

- Five percent (5%) may be granted for every year of additional qualifying experience or education beyond the minimum qualifications.

Required Process

Individual advanced appointments affect only base pay, and apply to the Hire or Change Job business processes for new hires, transfers, or promotions. A Special Pay/Appointment Action form showing the approved AAR for the employee should be attached to the business process showing the rationale for the advanced starting base pay.

Blanket Advanced Appointment Rate

Definition

Blanket advanced appointment rates (BAARs) may be considered on a case-by-case basis in situations where there is a documented scarcity of applicants that make employment at the minimum pay rate for a job class unlikely. If approved, all current employees and new or promoted employees under the same conditions and in the same job class shall be paid the higher rate. If a situation exists as described above, the agency should consult with your assigned DAS Human Resources Consultant (HRC).

Required Process

Blanket advanced appointments affect only base pay, and apply to the Hire or Change Job business processes for new hires, transfers, or promotions. A Special

Pay/Appointment Action form showing the approved BAAR applicable for the situation should be attached to the business process showing the rationale for the advanced starting base pay.
The process is similar for applying the BAAR to current employees, where the approved form should be attached to the Request Compensation Change business process, using “AAR equalization” as the reason for the base salary change.

Higher Rank Allowance for SPOC Contract-Covered Employees

Definition

An employee covered by the SPOC bargaining agreement, who is functioning as an acting supervisor, shall be granted an additional ten percent (10%) hourly increase for all hours spent as acting supervisor.
Conservation officers assigned lead worker responsibilities will receive an additional five percent (5%) of their base rate of pay.
Requests for higher rank allowance will only be approved for a period of up to one year. Additional requests for extensions may be submitted.

Required Process

Higher Rank Allowance pay should be entered using either the SPOC DPS Higher Rank Allowance or SPOC DNR Higher Rank Allowance plan. These are percentage-based allowance plans. The percentage and end date should be entered in accordance with the expiration date on the approved Special Pay/Appointment Action form.
Note: Like all percentage-based allowance plans, the dollar amount of the lead worker pay allowance will automatically adjust as the employee’s base pay changes due to within-grade and/or ATB increases.
Note: Pay for employees acting in the capacity of a Field Training Officer is provided to the employee via a timesheet entry instead of an ongoing allowance plan. No Special Pay/Appointment Action form is required.

Increased Credentials

Definition

Employees are eligible to receive pay for increased credentials. The employee must successfully complete a course of study, a certificate program, or any educational program directly related to the employee's current employment, subject to the following conditions:

- A Special Pay/Appointment Action form (CFN 552-0125) with a written explanation providing the reason for the request must be submitted to your assigned DAS Human Resources Consultant for review and approval.
- Increases must be a percentage of the employee's base pay.
- The employee's total pay may not exceed the maximum pay rate for his or her job class.
- Pay for increased credentials is granted at the discretion of the appointing authority and will not affect an employee's pay increase eligibility date.

Required Process

Increased credentials pay should be entered as a within-grade base pay increase via the Request Compensation Change business process. The reason "Base Salary Change > Increased Credentials" should be used. The percentage entered must match the amount on the approved Special Pay/Appointment Action form. The employee's pay increase eligibility date *is not* affected by a pay increase due to increased credentials pay.

Lead Worker Pay

Definition

A non-supervisory employee may be eligible for lead worker pay when assigned limited responsibility over others. Lead worker pay may be *up to* an additional fifteen percent (15%) of the employee's base pay. Lead worker pay for SPOC-covered Employees shall be in accordance with the terms of the collective

bargaining agreement. Lead worker pay may exceed the maximum pay rate for the job class. Lead worker pay can be requested for up to one year. Extensions of lead worker pay may be requested if the position continues to perform lead work duties. Lead worker pay may be removed from a position prior to the expiration date if the lead work duties are removed from the position.

Lead worker duties include the following:

- Maintaining attendance records.
- Distributing work assignments and balancing the workload.
- Reviewing work for accuracy according to established criteria.
- Answering technical questions or serving as a technical expert in the work unit.
- Orienting, training, and instructing Employees in the work unit.
- Providing input on hiring or discipline decisions.
- Providing input on performance evaluations.
- Making emergency decisions when the supervisor is not present.
- Reporting employee infractions to the supervisor.

Lead worker pay may be appropriate when:

- The supervisor often works away from the work unit.
- Employees work in different physical locations from the supervisor.
- The unit needs a technical lead person.

Lead worker pay is not appropriate when:

- The lead worker concept is built into the job class or class series concept.
- The job class concept is a program manager or project leader.

Required Process

Lead worker pay should be entered using the Lead Worker Pay Allowance plan. This is a percentage-based allowance plan. The percentage and end date should be entered in accordance with the expiration date on the approved Special Pay/Appointment Action form.
Note: Like all percentage-based allowance plans, the dollar amount of the lead

worker pay allowance will automatically adjust as the employee's base pay changes due to within-grade and/or ATB increases.

Red-Circle Pay

Definition

If the pay of an employee exceeds the maximum pay rate of the class to which assigned, the employee's pay may be maintained (red-circled) above the maximum for up to one year, subject to the following conditions:

- A request to change the time period or the red-circled rate must first be submitted to and approved by the DAS director.
- If a change request is approved, the agency must notify the employee in writing of any changes in the time period and the pay.
- If an employee's classification changes or if the employee transfers to a different agency, a request to rescind the red-circling rate may be submitted by the appointing authority to the DAS director for approval.

The SPOC collective bargaining agreement provides for red-circling when an employee transfers to a different job class and the employee's salary exceeds the maximum of the pay grade for your assigned job class.

In this circumstance, the salary of the employee will be red-circled for a period not to exceed two (2) years. When the red-circle pay ends, the employee's salary will be set at the top of the range to which the employee's job class is assigned.

Required Process

Red circle pay should be entered using the Red Circle Pay Allowance plan. This is an amount-based allowance plan, and the amount entered should be the bi-weekly amount equivalent to the difference between the employee's previous bi-weekly base pay and the bi-weekly range maximum of the new job class' pay range. The end date should be completed in accordance with the expiration date on the approved Special Pay/Appointment Action form.

Change of Duty Station

Definition

If an employee is promoted, reassigned, or voluntarily demoted at the convenience of the appointing authority and a change in duty station beyond 25 miles is required, the employee may receive an increase of up to an additional five percent (5%). The resulting pay may exceed the maximum pay for the class to which it is assigned. Subsequent changes in duty station may result in the additional pay being removed.

Required Process

If you would like to use this allowance, please reach out to your Human Resources Consultant (HRC).

Exceptional Job Performance (EJP)

Definition

Discretionary Payments for Exceptional Job Performance may be given to an Employee as an Allowance or One-Time Payment.

Required Process

If the payment would be spread across three or more pay periods, please set it up as an Allowance. If the payment would be spread across one or two pay periods, please set it up as a One-Time Payment.

Special Duty

Definition

An employee who is temporarily assigned to a vacant position in a job class with a higher pay grade may be given additional pay equivalent to the amount provided for by applicable pay rules for promotion to the job class. Requests for special duty pay will only be approved for a period of up to one year. Additional requests for extensions may be submitted.

Required Process

Special Duty is not eligible as a One-Time Payment. It must be set up as an Allowance.

Extraordinary Duty

Definition

An employee, or class of Employees temporarily assigned higher-level duties (including supervisory duties) may be given additional pay, subject to approval by the DAS director.

Required Process

Extraordinary Duty is not eligible as a One-Time Payment. It must be set up as an Allowance.

Recruitment/Retention Payments

Definition

A payment to a new hire or a current employee may be made for recruitment or retention reasons. As a condition of receiving recruitment or retention pay, the recipient must sign an agreement to continue employment with the appointing authority for a period of time following receipt of the payment that is deemed by the appointing authority to be commensurate with the amount of the payment.

If the recipient is terminated for cause or voluntarily leaves state employment, the recipient will be required to repay the appointing authority for the proportionate amount of the payment for the time remaining, and it will be recouped from the final paycheck. When the recipient changes employment to another state agency, then a repayment schedule must be approved. Recoupment will be coordinated with DAS-SAE to ensure a proper reporting of taxes. If the Employee does not have enough money to recoup the amount in their final paycheck, the Agency will absorb that cost.

Required Process

If the payment would be spread across three or more pay periods, set it up as an Allowance. If the payment would be spread across one or two pay periods, set it up as a One-Time Payment. Please see the One Time Payment Job Aid and the Clawback Job Aid for more information.