

SPECIAL PAY/APPOINTMENT ACTION

(Revised 2/2023)

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.

**Check type of action (and extension, if applicable):**

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

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| Employee/Candidate/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.

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|  |  |  |       |  |
|  | ***Department Director Signature*** |  | ***Date*** |  |

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| **DAS-HRE WILL COMPLETE THIS SECTION** |
| [ ]  Approved [ ]  Denied |
| Comments:

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|  |  |  |       |  |  |  |       |  |
|  | ***DAS-HRE Personnel Officer Signature*** |  | ***Date*** |  | ***DAS-HRE Designee Signature*** |  | ***Date*** |  |

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### Check (X) Boxes Where Appropriate

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**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](https://das.iowa.gov/sites/default/files/hr/documents/class_and_pay/PayAdjRateCalc.xlsx).

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**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)

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**Increased Credentials** 11 IAC 53.9(6)

Percentage (not to exceed the pay range maximum):

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**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.

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

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

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[ ]  **Shift Differential** – 11 IAC 53.9(1) **[ ]  Standby** – 11 IAC 53.9(3)

**[ ]  Call Back for Overtime Exempt –** 11 IAC 53.9(2)

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**Change of Duty Station** 11 IAC53.6(13)

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

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**Exceptional Job Performance** 11 IAC53.9(4)

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

Number of pay periods to pay out lump sum:

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**Special Duty** 11 IAC 53.8(2)

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

Position number to which temporarily assigned:

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**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.

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**Recruitment/Retention Payment** 11 IAC 53.9(5)

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

Number of pay periods to pay out lump sum:

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.

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