

**OFFICE OF THE LIEUTENANT GOVERNOR
AND DEPARTMENT OF CULTURE, RECREATION AND TOURISM**

POLICY: OPTIONAL PAY ADJUSTMENTS

EFFECTIVE DATE: March 1, 2000

REVISED: December 17, 2001

Purpose: The policy of the Department of Culture, Recreation and Tourism is to provide management and employees a means to adjust inequitable pay situations; to retain a valued employee seeking employment at higher market salary; and give an increase for short term project duties performed by an employee not compensated by other civil service rules; and to grant an increase in pay to long term employees who are at the maximum of the pay plan.

Civil Service Rules 6.16.2 as changed effective September 12, 2001:

Subject to the provisions of Rule 6.29, an appointing authority may, at his own discretion, grant individual pay adjustments to permanent employees to provide for the retention of an employee whose loss would be detrimental to the State service or to adjust pay differentials between comparable employees or to compensate employees for performing additional duties or to recruit employees into positions for which recruiting is difficult. Such increases shall not exceed 10% in a July 1 to June 30 period for an individual employee and shall not duplicate payment received pursuant to other pay rules. Such increases may be made as either a lump sum payment or a permanent addition to the employee's base salary. Such optional pay adjustments shall be implemented in accordance with written policies and procedures established by each department. Such policies must receive advance approval from the Civil Service Commission and shall be posted in a manner that assures their availability to all employees. Such policies shall also include a public posting of all recipients.

Policy: Effective January 1, 2002, the Department of Culture, Recreation and Tourism will implement the following policy:

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

- 1) To provide for the retention of employees deemed essential to the Department:

Employees judged by the 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 salary offer from a private employer.

Employees who are at range maximum may receive a one-time lump sum payment of up to 10%. The employee's Supervisors and Division Manager shall provide written justification the employee's value to the essential functions of the Department and the impact this adjustment will have on other positions within their division.

- 2) To adjust pay differentials between comparable employees.

A base pay increase of up to 10% may be granted to an employee whose pay is affected by an increase given to other employees in either the same job series or supervisory chain. Such increases will be limited to those cases where a junior employee's pay rate surpasses the pay rate of the senior employees. Consideration will only be given in those instances where the implementation of either Civil Service Rule 6.5(b) or 6.5(g) caused the pay discrepancy. Employees at range maximum will not be eligible for an increase.

- 3) To provide compensation for the performance of additional duties.

A base pay increase of up to 10% may be granted to an employee who is assigned additional duties on a permanent basis. Such assignment of duties shall be documented in an official position description. Employees at range maximum who are assigned additional duties on a permanent basis may receive a one-time lump sum of up to 10%. Employees who are assigned additional duties for a limited time period may receive a lump sum adjustment of up to 10% after the duties are performed. No employee shall be eligible for either a lump sum or base pay increase for additional duties which were compensated according to another Civil Service Rule.

- 4) To recruit employees into difficult to recruit for jobs.

A base pay increase of up to 10% may be granted to a classified State Employee in addition to any other compensation granted under Civil Service Rule 6.7 in order to attract said employee into a difficult to recruit for job. This will only apply to jobs for which an inadequate certificate is issued. The agency must also make a diligent effort to appoint an applicant at the normal rate of pay. An employee at pay range maximum will receive a one-time lump sum payment of up to 10%.

All increases granted according to this rule will be restricted to full-time permanent classified employees.

All requests for application of this rule must be submitted to the Human Resources Office with a memorandum of justification.

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

This policy shall be posted in the Human Resources Office as well as on the bulletin boards of all offices of the Department of Culture, Recreation and Tourism.

A listing of all employees who receive increases according to this rule shall also be posted in the same manner.

APPROVED:

PHILLIP J. JONES, Secretary
Office of the Lieutenant Governor
Department of Culture, Recreation and Tourism

12/17/01/km