

NOTE: AN APPROVED OPTIONAL PAY POLICY IS REQUIRED BEFORE ANY AGENCY DELEGATED ACTIONS MAY BE TAKEN. THE FOLLOWING ANSWERS ARE CONTINGENT UPON THE GUIDELINES OF YOUR AGENCY'S OPTIONAL PAY POLICY.

1. Q: How many Optional Pay adjustments can an employee receive in a fiscal year?

A: There is no limit to the number of adjustments that can be given; however, the amount of the Optional Pay adjustments (base and/or lump) must not total more than 10% of the base pay in a fiscal year. If Optional Pay adjustments for additional duties (for a single instance or a combination of instances) exceed 7% at any time within the fiscal year for an individual employee, the agency must obtain SCS Commission approval for the remaining 3%.

2. Q: Can a probational employee receive an Optional Pay adjustment?

A: No. Only permanent employees are eligible for Optional Pay adjustments under Civil Service Rule 6.16.2(c).

3. Q: Can an employee who is at range maximum receive a permanent (base pay) Optional Pay adjustment?

A: No. Employees at range maximum are only eligible for lump sum payments.

4. Q: An employee receives a lump sum Optional Pay adjustment for temporary duties and the duties last longer than one year. Can the employee then receive a lump sum adjustment for the same duties the following year?

A: Yes. However, any payments to be made past one year must receive a new authority from the agency's appointing authority or SCS Commission.

5. Q: Can an employee receive a base pay Optional Pay adjustment for additional duties that are temporary in nature?

A: No. Base pay Optional Pay adjustments may only be granted for permanent additional duties.

6. Q: If an employee is granted a 10% base pay Optional Pay adjustment at their current agency and transfers to a new agency within the same fiscal year, is the new agency allowed to grant this employee Optional Pay adjustments under their policy?

A: No. Optional Pay adjustments shall not exceed 10% in a single fiscal year for an individual employee.

7. Q: An employee who has transferred from one state agency to another state agency has been assigned permanent additional duties. The previous agency granted this employee a 10% base Optional Pay adjustment for additional duties in the previous fiscal year. Can

the new agency grant a base Optional Pay adjustment this fiscal year for additional duties as well?

A: Yes; however, the employee is not allowed to receive more than 15% in base pay adjustments for additional duties within three consecutive years. Therefore, this employee is only eligible to receive a 5% optional pay adjustment at this time. If the new state agency decides to grant this employee 5% this fiscal year for additional duties, the employee will not be able to receive an Optional Pay adjustment for additional duties in the following year.

8. **Q: An employee who is 7% from the maximum of the range is eligible for a 10% Optional Pay adjustment to match a job offer. Can you give the employee a 7% base pay adjustment and a 3% lump sum adjustment?**

A: Yes.

9. **Q: How do you define three consecutive years for the purpose of the 15% base pay cap for additional duties in accordance with SCS Rule 6.16.2 (c)?**

A: Three (3) consecutive years is defined as three years following one another in uninterrupted succession.

Example: If an agency wants to grant a base pay Optional Pay adjustment for additional duties in FY 2016, the agency would need to look at all base pay Optional Pay adjustments given to that employee for additional duties issued in the current fiscal year as well as the adjustments given in the previous two fiscal years (FY 2014 and FY 2015).

10. **Q: Can an agency pay for additional duties of a temporary nature with a one-time lump sum payment after the duties have ended or can the agency spread the lump sum payment over the length of the project in biweekly payments?**

A: This should be decided on a case-by-case basis by the agency or as agency policy dictates.

Please refer to [Job Aids & Resources: Calculating Lump Sum Optional Pay for Temporary Additional Duties](#).

11. **Q: If an employee has been granted an Optional Pay lump sum payment that is being dispersed biweekly for temporary additional duties and then receives a performance adjustment, should the agency recalculate the biweekly payment?**

A: No. Once an agency has determined the Optional Pay lump sum payment for additional duties, this payment shall not be recalculated based on any pay increases that may occur within the timeframe of the assigned additional duties.

12. **Q: Will the additional duties require the employee to acquire new skills or competencies?**

A: If the employee can perform the duties without having to learn new skills or competencies, an adjustment should probably not be granted.

13. Q: Are there some duties that will be taken away from the employee to make room for the new duties, or, are the duties truly in addition to all that the employee is currently assigned?

A: If the new duties replace some of the older duties, the new duties may not be considered as additional.

14. Q: Do the duties result from the natural evolution of the job?

A: All jobs change over time as technology and programs change. New technology and/or new programs do not necessarily equate to a more difficult job. Volume of work also fluctuates in jobs.

15. Q: Are the duties at an equivalent level or lower than the employee's current job?

A: If the duties are either equivalent or lower in complexity than the employee's current job, you should be extremely careful about granting an increase. Almost all employees are asked at some point in their career to take on duties at an equivalent or lower level.

16. Q: Are the duties at a higher level than the employee's current job?

A: If so, you should make sure that the employee should not be reallocated. If the duties are at a higher level, but not enough to justify a reallocation, you may want to consider granting an adjustment.

17. Q: What is the level of the employee for whom the adjustment is being requested?

A: Payment for additional duties for employees who are in executive and administrative jobs should be examined very closely. For most employees at this level, the job entails doing whatever is necessary to administer the section/program/etc. It is the responsibility of executives and administrators to come up with innovations and implement them.

For additional information regarding Optional Pay Adjustments, please refer to [Procedures: Optional Pay Adjustments Policy Standards](#) or contact the SCS Compensation Division, 225-342-8083.