

**JOB AIDS AND RESOURCES
Optional Pay Adjustment Questionnaire for Additional Duties**

 Form Creation Date: 4/2014

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| **Agency/Division:** |       | **Personnel Area Code:** |      |
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| **Requested Effective Date:** |       | *NOTE: Normally the effective date should be the date of the Commission meeting.*  |
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| **Requested Percent Adjustment:** |       | **Type of Adjustment:** | ☐ Lump Sum ☐ Base Pay |

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| 1. **Please provide employee information below.**
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| Employee Name |       | Job Title |       |
| Employee Personnel Number |       | Pay Level/Range |       |
| Employee’s Annual Salary | $      | Level of Work on Job Specification |       |
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| 1. **What are the additional duties?**

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| 1. **Has the job description been updated?**

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| 1. **Were any duties removed to facilitate this new duty? If so, which ones?**

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| 1. **Will the duties be permanent or temporary?**

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| 1. **What percentage of time are the additional duties allocated?**

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| 1. **Would you consider the duties to be lower, higher, or the same level as the duties performed in the current job?***This may include an assessment from the employee’s manager. If a delegated agency, a HR assessment must be included.*

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| 1. **Does this result in some savings for the agency? If so, how? What are the projected dollar savings?**

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| 1. **Will the employee have to learn new skills and/or competencies? If so, please explain.**

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| 1. **Many jobs evolve over time, due to procedural differences and technology changes. How are these additional duties different from a natural evolution of the job?**

 *Example: Administrative Assistants have historically produced correspondence for their bosses. As recently as fifteen years ago, this was mostly done with a typewriter. Today,* *however, typewriters are essentially obsolete. An administrative assistant is still an administrative assistant, regardless of the method used to produce correspondence.*         |
| 1. **If this request is for an adjustment over 7%, what is your rational business reason for requesting a higher amount?**

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| 1. **If this request is for an employee who is an administrator or higher, please describe how these duties are outside of the scope of the position.**

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| 1. **Has the employee received an Optional Pay adjustment before? If so, please list dates and reasons.**

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