



## JOB AIDS AND RESOURCES

### Premium Pay – Implementation Requirements

The implementation requirements for the use of Premium Pay under Rule 6.16(a) are as follows:

- The State Civil Service Commission must approve all proposed Premium Pay rates.
- Agencies must submit a letter to State Civil Service detailing the need and justification for the amount of Premium Pay requested. The [Premium Pay Questionnaire](#) should be included with the request letter for consideration.
- Agencies must be aware that Premium Pay is discontinued if an employee leaves the position authorized for the special pay or if the employee stops performing the associated hazardous or extraordinary duties.

Premium pay rates may be for hours worked only, or for all hours. Agencies should specify in their request how the rate will be implemented. Many agencies have found that restricting Premium Pay to hours worked only is a great tool to decrease absenteeism. State Civil Service may also proactively establish Premium Pay rates in recognized problem areas.