



**POLICY STANDARDS**

Requirements for establishing a policy for Pay for Employees Appointed at Range Minimum under Civil Service Rule 6.31 include the following:

- The Pay for Employees Appointed at Range Minimum policy must be submitted to the Department of State Civil Service – Compensation Division for review ten (10) days prior to implementation.
- Employee must have served at least six months in the appointment to be eligible.
- Employee must have been appointed at the minimum of the pay range. (Employees appointed under SCS Rule 6.5 (b) – Special Entrance Rates are not eligible).
- Payment may only be granted within twelve months of the effective date of the employee’s eligible appointment.
- The employee must be serving in the same appointment that made him eligible under this policy on the date the payment is granted.
- The adjustment may only be a 2% base pay increase.

**IMPLEMENTATION GUIDELINES**

- Payments must be granted in a uniform manner to all employees in the same job title who are hired at the range minimum.
- Agencies may establish a full use policy for the entire agency or a restricted use policy that would be specific to a section, job title, appointment status, etc.