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HR Handbook Update No. 2014 – 0012

Issue Date: September 11, 2014

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to HR Handbook Chapter 6: Optional Pay

REASON FOR THE UPDATE: To establish Optional Pay Policy Standards and clarify the correct method of calculating Optional Pay Adjustments for temporary additional duties.

EFFECTIVE DATE: September 9, 2014

The Human Resources Handbook has been updated with the following changes:

Optional Pay Adjustments – Policy Standards

This standard replaces the current Optional Pay Adjustments – Implementation Guidelines by providing policy standards and in-depth details regarding the implementation and use of Optional Pay. Also included is information concerning the 15% maximum on base pay adjustments for Optional Pay for additional duties within three consecutive years.

Agencies should pay special attention to the new language under the section Lump Sum Adjustments:

All calculations for lump sum adjustments, whether one-time lump sum or biweekly recurring lump sum, must be based on an employee's base pay at the time the duties were assigned. Therefore, recalculating lump sum adjustments to reflect pay increases (i.e. promotions, reallocations, performance adjustments, etc.) that may occur throughout the duration of the duties is not permitted. ***At the point the agency determines the duties are needed beyond one year and the appointing authority has approved an optional pay adjustment for an additional year, the agency may recalculate the optional pay based on the employee's base pay at the time those duties are assigned.***

Calculating Lump Sum Optional Pay for Temporary Additional Duties

This is a new job aid that gives examples of the proper procedures for calculating one-time lump sum payments or bi-weekly recurring lump sum payments for temporary additional duties.

[FAQ's - Optional Pay for Additional Duties](#)

This is a new job aid that answers some commonly asked questions concerning the use of optional pay for additional duties.

Please note that the link for **Optional Pay Adjustments - Implementation Guidelines** has been deleted. Agencies should follow the currently published Optional Pay Adjustment - Policy Standards.

If you have any questions, please contact the Compensation Division at (225) 342-8083.

Sincerely,

Shannon S. Templet
Director