

POLICY STANDARDS

Requirements for establishing a Base Supplement under Civil Service Rule 6.16(f) include the following:

- The State Civil Service Commission must approve all proposed Base Supplements; ratification by the Governor is also necessary prior to implementation of a Base Supplement.
- Agencies requesting a Base Supplement must submit documentation showing widespread and extensive recruiting and retention problems, which are inclusive of employee turnover rates greater than the state turnover average, salary data of competing organizations, and exit interview statistics.

IMPLEMENTATION GUIDELINES

- Base Supplements can be limited to certain positions, locations or agencies.
- The implementation of a Base Supplement does not immediately impact the salaries of employees, but rather allows employees the opportunity to receive additional pay increases. For example, an employee cannot receive a performance adjustment as a result of being at range maximum, but upon implementation of a Base Supplement, this same employee will then be eligible to receive such an increase in accordance with the State Civil Service rules.
- Agencies experiencing budgetary constraints are not required to use the authorized base supplement. However, once implemented, agencies cannot reduce or rescind authorized base supplements without State Civil Service Commission approval.
- The State Civil Service Commission has the authority to set special provisions for the implementation of Base Supplements.

An employee loses the base supplement if he moves to a position without an authorized base supplement. Employees who are promoted from jobs with base supplements to jobs without base supplements also risk the possibility of losing pay. However, if a Base Supplement is increased, the employee's pay will remain the same unless the Commission indicates otherwise.