

The following guide serves as a quick reference of Civil Service flexibilities that require formal written policies. Agencies shall submit a copy of any such policy to the Department of State Civil Service. This guide does not serve as a replacement to Civil Service Rules or the HR Handbook. Agencies should refer to the appropriate rules and handbook guidelines prior to any implementation of such flexibility tools. This guide separates flexibilities into the following categories:

- Flexibilities that require a written policy prior to implementation.
- Flexibilities that require a written policy APPROVED by the Civil Service Commission prior to implementation.
- Flexibilities that require a written policy approved by Compensation prior to implementation and APPROVED by the Civil Service Commission IF above pre-approved Commission limits.

| POLICY DOES NOT REQUIRE APPROVAL OF CIVIL SERVICE COMMISSION: REQUIRES APPROVAL FROM CIVIL SERVICE COMPENSATION DIVISION TEN (10) DAYS PRIOR TO IMPLEMENTATION. | | | | |
|--|--|-------------|-----------|---|
| Flexibility Tool | Explanation | Recruitment | Retention | Caps |
| 6.5(g) and 19.3(a)- Extraordinary Qualifications/Credentials | Allows agencies to hire an employee at a rate up to the midpoint of the range if that employee possesses extraordinary qualifications and credentials. | Yes | Yes | Up to the midpoint of range |
| 6.10 - Demotion Pay | Allows agencies to modify or waive standard pay reductions | No | Yes | Minimum 7% reduction unless policy waives reduction |
| 6.31 - Pay for Employee Appointed at Range Minimum | Allows agencies to grant a 2% base pay increase to an employee appointed at the minimum of the pay range after that employee has served at least 6 months. | Yes | Yes | Maximum of 2% |

| POLICY REQUIRES APPROVAL OF CIVIL SERVICE COMMISSION: | | | | |
|--|--|-------------|-----------|---|
| Flexibility Tool | Explanation | Recruitment | Retention | Caps |
| 5.9 - Dual Career Ladder | Allows agencies to provide a non-supervisory route for advancement for employees exhibiting or possessing particular technical skills and/or education above and beyond the norm of the typical career series. | No | No | DCL participation may not exceed either 20% of positions in an eligible field or 25% of staff positions. To be eligible employee must have a Successful or above on their PES rating. |
| 6.3.1 - Perquisites | Allows agencies to establish cash allowances in lieu of physical assets (housing, automobiles, uniforms, cell phones, etc.) | Yes | Yes | Varies by agency needs |
| 6.4 and 6.16(f) - Base supplement | Extends the pay range maximums as a result of market conditions; targets specific positions and/or areas. | Yes | Yes | Not Applicable |
| 6.5(b) and 19.3(b)- Special Entrance Rate | Allows agencies to raise the entry pay of a job(s) and if appropriate, concurrently grant corresponding adjustments to existing employees in the same job(s) | Yes | Yes | |
| 6.6 - Market Grade Adjustments | Changes the pay grade of a job. This affects all state classified employees in that job and addresses systematic problems. | Yes | Yes | Not Applicable |
| 6.16(a) - Special Pay Rates/Premium Pay | Allows agencies to compensate for hazardous duty, difficult work environment/location, extraordinary duties, recruitment and retention, market pay problems and the application of education and/or training credentials. | Yes | Yes | |
| 6.16(d) - Incentive Awards | Allows agencies after presenting justifiable reasons to pay an incentive award at any time that the justifications have been shown. | Yes | Yes | Varies based on Commission Approval |
| 6.16(g) - Pay for Employees at Range Maximum | Allows agencies to establish a policy whereby employees at the maximum of their pay range can be granted a lump sum of up to 4% of the employee's base salary. Employee may receive once every three years. | No | Yes | Lump sum up to 4% of base salary |
| 6.16(h) - Payment for Attainment of an Advanced Degree | Allows agencies to make a base pay award for attaining a job related Master's or Ph.D. Degree. | Yes | Yes | Up to 10% of base salary |
| 6.16.1 - Rewards & Recognition | Allows agencies to establish a rewards program to provide either non-monetary or monetary rewards to employees for exceptional performance. | Yes | Yes | Lump sum up to 10% of base salary |
| 6.16.2 - Optional Pay | Allows agencies to establish a policy whereby employees can be granted either a lump sum or base pay adjustment for the following: <ul style="list-style-type: none"> • Job Offer • Salary Compression • Recruitment Difficulty • Additional Duties | Yes | Yes | <ul style="list-style-type: none"> • Job Offer - up to 10% of base salary • Salary Compression - up to 10% of base salary • Recruitment Difficulty - up to 10% of base salary • Additional Duties - Up to 7% of base salary (above 7% must be sent to Commission) |
| 6.16.3 - Exceptional Performance & Gainsharing | Allows agencies to grant monetary lump sum payments for cost savings and exceptional performance. | Yes | Yes | Lump sum not to exceed 20% of base salary |

| POLICY REQUIRES APPROVAL OF CIVIL SERVICE COMMISSION - IF ABOVE FLEXIBLE PRE-APPROVED RATES: IF RATES ARE NOT ABOVE PRE-APPROVED RATES, POLICY REQUIRES APPROVAL FROM CIVIL SERVICE COMPENSATION DIVISION PRIOR TO IMPLEMENTATION. | | | | | | | |
|---|---|-------------|-----------|----------------------|-----|-----|-----|
| Flexibility Tool | Explanation | Recruitment | Retention | Flexible Rate | | | |
| 6.28(a/b) - On-Call Pay | Allows agencies to establish on-call compensation for hours worked beyond regular work scheduled hours. | Yes | Yes | Up to \$2.25 an hour | | | |
| 6.28(a/c) - Shift Differential | Allows agencies to establish additional pay allowance for non-standard work hours. Pre-authorized limits are percentages derived from the pay level of the first line supervisor's hourly pay rate up to midpoint. For example, if a hospital is setting shift differential rates for nurses, the rate set can be based upon the midpoint of the pay range for an RN Supervisor. | Yes | Yes | Level | | | |
| | | | | PS | 15% | 20% | 20% |
| | | | | WS | 15% | 20% | 20% |
| | | | | TS | 15% | 20% | 20% |
| | | | | SS | 15% | 20% | 20% |
| | | | | MS | 15% | 20% | 20% |
| | | | | AS | 15% | 20% | 20% |
| RNs | 20% | 30% | 20% | | | | |