

## JOB AIDS AND RESOURCES Operational Pay Rules vs. Optional Pay Rules

Chapter 6 pay rules provide a variety of pay types, offering flexibilities to agencies when compensating classified employees. Some rules are operational, meaning the pay is mandatory and required in compensating the classified employee while some are optional and used at the discretion of the Appointing Authority to address recruitment, retention, market conditions, performance, special conditions and situations, etc. Listed below are the rules that are considered operational versus those that are considered optional.

## **Operational Pay Rules**

- Rates of Pay in a Pay Plan plus Base Supplement (6.4)
- Hiring
  - o Job or Provisional Appointment (6.4a)
  - o Re-entering the Classified Service (6.4c)
  - o Classified When Actually Employed (WAE) Appointment (6.4d)
  - o Return from Military (6.4e)
  - o Agencies Administering Federal Funds (6.4f)
  - o Re-entering the Classified Service Without a Break in Service (6.4h)
- Pay Upon Appointment from a Department Preferred Reemployment List (DPRL) (6.5.1)
- Rate of Pay Upon Promotion (6.7)
- Pay Upon Reallocation (6.8)
- Pay Upon Job Correction or Grade Assignment (6.8.1)
- Pay Upon Relocation (6.8.2)
- Pay Upon Transfer or Reassignment (6.9)
- Rate of Pay Upon Demotion (6.10)
- Rate of Pay on Detail to Special Duty (6.11)
- Compensation for Part-Time Services (6.12)
- Compensation for Holidays (6.12.1)
- Performance Adjustment (6.14)
- Red Circle Rates
- Pay Upon Entering the Classified Service under the Provisions of 24.2 (6.17)

## **Optional Pay Rules**

- Other Compensation (Perquisites) (6.3.1)
- Hiring
  - o Special Entrance Rate (6.5b)
  - Extraordinary Qualifications/Credentials (6.5g)
- Market Grade Adjustment (6.6
- Special Pay Provisions
  - o Premium Pay (6.16a)
  - o Individual Pay Adjustment (6.16c)
  - o Incentive Pay (6.16d)
  - o Base Supplement (6.16f)

- o Pay for Employees at Range Maximum (6.16g)
- o Pay for Attainment of Advanced Degree (6.16h)
- Rewards & Recognition (6.16.1)
- Optional Adjustments (6.16.2)
- Exceptional Performance and Gainsharing (6.16.3)
- On-Call Duty/Shift Work (6.28)
- Pay adjustment if within \$20 of range maximum (6.30)
- Pay for Employees Appointed at Range Minimum (6.31)