



SPECIAL PAY/APPOINTMENT ACTION

(Revised 7/09)

Check type of action (and EXTENSION if applicable):

DAS-HRE Approval Required:

- Advanced Appointment Rate
- Change of Duty Station (Reassignment)
- Incentive Pay for UE/IUP
- Higher Rank Allowance for SPOC
- Increased Credentials
- Leadworker
- Red Circle
- EXTENSION**

These Special Pay types are suspended indefinitely and will not be approved:

- Recruitment/Retention Bonus
- Exceptional Job Performance
- Extraordinary Duty
- Special Duty

All of the above special pay actions must be approved by DAS-HRE **PRIOR** to making an offer to a new or current employee.

Employee's Name: _____
 Department _____
 Current Payroll Number (18 digits): _____
 Classification _____
 Classification Code: _____ Pay Grade: _____
 Current Biweekly Salary: _____ Bargaining Unit Number: _____
 Bargaining Status: _____ Requested Number of Pay Periods: _____
 Effective Date: _____ Expiration Date: _____

Describe the basis for this action in the space below and complete the appropriate section on the reverse side. Attach a copy of the Position Description Questionnaire, if applicable. Attach additional sheets, as needed.

Appointing Authority or Designee's Signature

Date

DAS-HRE WILL COMPLETE THIS SECTION

- Approved Denied

Comments: _____

Personnel Officer's Signature

-OVER-

Date

Check (X) Boxes Where Appropriate

Advanced Appointment Rate 53.5(1) (Individual) 53.5(2) (Blanket)

Additional percentage: _____. Adjusted base pay: _____. If applicable, attach the names and qualifications for current employees to be adjusted due to equivalent qualifications under rule 53.5(1).

Additional information documenting the economic or employment conditions must be submitted when requesting a blanket advanced appointment rate (53.5(2)).

Incentive Pay for UE/IUP contract covered-employees Article IX, Section 11 Extra Pay

Percentage: _____ (up to 3%). Lump sum pay amount (not added to base pay): _____

Higher Rank Allowance for SPOC contract-covered employees Article IX, Section 10, Higher Rank Allowance

Acting Supervisor (10%)

Leadworker (5%) – Conservation Officers Only

Number of pay periods: _____ Additional pay per pay period: _____

Percentage: _____ (up to 3%). Lump sum pay amount (not added to base pay): _____

Increased Credentials 53.9(6)

Percent of increase in base pay: _____

NOTE: Not available for contract-covered employees.

Leadworker 53.8(1)

Percentage: _____ (up to 15%). Additional pay per pay period: _____

Red Circle 53.6(3)

Payroll number (18 digits): _____

Percent per pay period: _____ Additional pay per pay period: _____

IMPORTANT: SUBMIT THE ORIGINAL AND TWO COPIES