

APPENDIX A: FLEX TOOLS AND POLICY REQUIREMENTS



POLICIES THAT REQUIRE APPROVAL BY THE SCS DIRECTOR

Agencies must submit the policy for review at least ten (10) days before implementation.

Rule

6.5(g) Extraordinary Qualifications/Credentials

EXPLANATION

Allows agencies to hire an employee at a rate up to the midpoint of the range if that employee possesses extraordinary qualifications and credentials.

CAPS

Up to the midpoint

Exceptions above midpoint must be approved by the SCS Director

Rule

6.5(b) Special Entrance Rates

EXPLANATION

If a policy has been approved by the SCS Commission for one agency and another agency submits an identical policy—including the same job codes, special entrance rates, and corresponding adjustments equal to or less than—SCS may grant approval internally with the Director's signature.

Rule

6.16(a) Premium Pay

EXPLANATION

An appointing authority may request to establish Premium Pay policies up to \$2.00 per hour, for the following reasons: Certification, Hazardous Duty, Recruitment, Retention, and Unusual Working Conditions.

CAPS

Up to \$2.00/hour

Rule

6.28 (a/b) Compensation for On-Call Duty

EXPLANATION

An appointing authority may request SCS to approve on-call compensation for hours worked beyond regular work scheduled hours at or below the pre-authorized limits.

CAPS

Pre-authorized hourly limits are up to \$2.25 per hour or ¼ hour of compensatory time for each hour worked.

POLICIES THAT REQUIRE APPROVAL BY THE SCS DIRECTOR

Rule

6.28 (a/c) Compensation for Shift Work

EXPLANATION


Allows agencies to establish additional pay allowances for non-standard work hours if at or below the pre-authorized percentage limits.

Shift Differential is calculated from the direct supervisor's pay range midpoint and the current pre-authorized percentage limits.

CAPS

Pre-authorized percentage limits

CURRENT PRE-AUTHORIZED PERCENTAGE LIMITS

	EVENING	NIGHT	WEEKEND/ HOLIDAY
 ADMINISTRATIVE (AS)	15%	20%	20%
 MEDICAL SERVICES (MS)	15%	20%	20%
 PROTECTIVE SERVICES (PS)	15%	20%	20%
 SOCIAL SERVICES (SS)	15%	20%	20%
 TECHNICAL/SCIENTIFIC (TS)	15%	20%	20%
 LABOR/TRADES (WS)	15%	20%	20%
REGISTERED NURSES	20%	30%	30%

*Refer to APPENDIX B: Formulas for Calculating Pay or log in to the HR Portal on our website to view the SCS Calculator to ensure calculations are accurate.

POLICIES THAT REQUIRE APPROVAL BY THE SCS COMMISSION

Agencies must submit the policy in accordance with published deadlines.

Rule

5.9 Dual Career Ladder

EXPLANATION

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.

CAPS

DCL participation may not exceed either 20% of positions in an eligible field or 25% of staff positions. To be eligible, an employee must have a Successful or above on their CPM rating.

Rule

6.3.1 Other Compensation (Perquisites)

EXPLANATION

Allows agencies to establish cash allowances in lieu of physical assets such as housing, uniforms, cell phones, etc.

CAPS

Varies by agency needs

Rule

6.16(h) Advanced Degree

EXPLANATION

Allows agencies to make a base pay award for attaining a job-related Master's or Ph.D. Degree.

CAPS

Up to 10% of base salary

Rule

6.16.1 Rewards & Recognition

EXPLANATION

Allows agencies to establish a rewards program to provide either non-monetary or monetary rewards to employees for exceptional performance and for other reasons that further the mission of the agency.

CAPS

Lump sum of up to 3% of base salary (not to exceed \$2,500) for an Exceptional Performance rating. The sum of all rewards cannot exceed 10% of an employee's base salary in a fiscal year.

Rule

6.16.2 Optional Pay

EXPLANATION

Allows agencies to establish a policy whereby employees can be granted a base pay increase for matching a job offer, salary compression, recruitment difficulty, and additional duties.

Agencies may grant a lump sum for permanent or temporary additional duties.

CAPS

- Job Offer - up to 10% of base salary
- Compression - up to 10% of base salary
- Recruitment - up to 10% of base salary
- Additional Duties - Up to 5% of base salary

The sum of all payments under this rule shall not exceed 10% of an employee's base salary in a fiscal year.

Rule

6.16(d) Incentive Awards

EXPLANATION

Allows agencies, after presenting justifiable reasons, to pay an incentive award any time the justifications have been shown.

CAPS

Varies based on SCS Commission Approval

Rule

6.16(a) Premium Pay

EXPLANATION

An appointing authority may request to establish Premium Pay policies for, but not limited to, Certification, Hazardous Duty, Recruitment, Retention, and Unusual Working Conditions.

CAPS

If above \$2.00/hour

Rule

6.5(b) Special Entrance Rates

EXPLANATION

Allows agencies to raise the entry pay of a job and if appropriate, concurrently grant corresponding adjustments to existing employees in the same job.

CAPS

For request to establish new rates.

POLICIES THAT REQUIRE APPROVAL BY THE SCS COMMISSION

Rule

6.28 (a/b) Compensation for On-Call Duty

EXPLANATION

An appointing authority may request to establish on-call compensation for hours worked beyond regular work scheduled hours above the pre-authorized rates.

CAPS

If above the pre-authorized rate of \$2.25 per hour or $\frac{1}{4}$ hour of compensatory time for each hour worked.

Rule

6.28 (a/c) Compensation for Shift Work

EXPLANATION

Allows agencies to request to establish additional pay allowances for non-standard work hours above the pre-authorized percentages.

CAPS

If above the pre-authorized percentages.