



Effective October 1, 2025, State Civil Service (SCS) updated the Compensation Administration Guide to revise guidance for the application of SCS Chapter 6 Pay Rules, including SCS Rule 6.16.2 (Optional Pay) related to:

- (a) Matching a Job Offer
- (b) Compression Pay
- (c) Additional Duties

The following revisions apply:

- (a) Matching a Job Offer:

An Optional Pay adjustment granted to match a verified external job offer may not exceed the amount of the verified external job offer.

- (b) Compression Pay:

For purposes of Optional Pay consideration related to compression, a “large group” is defined as ten (10) or more employees.

- (c) Additional Duties:

The effective date of an Optional Pay adjustment for permanent additional duties must coincide with the effective date of the official position description that reflects the newly assigned duties.

*The SCS Commission has approved this notification to serve as an addendum to agency Optional Pay policies that were approved by the Commission prior to January 7, 2026. In lieu of submitting an immediate policy revision, agencies may attach this addendum to their existing SCS Commission-approved Optional Pay policy to reflect the updated guidance.*

*When an agency submits a future request to formally amend its Optional Pay policy, the amended policy must incorporate the updated guidance under Rule 6.16.2, at which time use of this addendum should be discontinued.*

**This notification is applicable only to agencies with an existing SCS Commission-approved Optional Pay policy in effect prior to January 7, 2026.**