



## Department of Military & Veterans Affairs

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### Policy Statement

<b>Subject:</b>	<b>Temporary Pay Differential Policy</b>
Effective Date:	July 1, 2008
Summary:	Provides a Means to Compensate Employees for Additional Assignments
Applicability:	All State Personnel and Supervisors of State Personnel
Staff Proponent:	Human Resources
Supercedes:	None - New

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#### **A. Background**

To provide a method outside of performance pay by which an employee can be financially compensated for taking on additional and/or higher level assignments for extended periods of time (exceeding 30 days). This policy is not intended to provide for monetary compensation to employees who fill-in or provide coverage “in absence of” for short durations such as vacations, absences due to cold or flu, etc.

#### **B. Purpose**

Temporary Pay Differential is a non-base building award that may be granted to a current employee who assumes the full set of duties (not “in absence of”) of a higher level position that is:

- (1) Acting: vacant or the incumbent is on extended leave for a period longer than 30 days but less than six months. The differential shall not exceed *six* months for any given acting assignment;
- (2) Project: for a long-term project assignment that is not an expected or customary part of the regular assignment and is critical to the mission and operations of the agency as defined by the purpose of the project, its time frame, and the critical nature and expected results; or
- (3) Critical Skills: to retain a unique, specialized set of skills or knowledge that is critical to the mission and productivity of the agency and the loss would result in documented severe adverse effect on the agency’s mission and productivity.

#### **C. Policy**

Temporary pay will apply only to current qualified employees, is non-base building, is included as salary for PERA and overtime calculations, and paid through regular monthly payroll. The Appointing Authority will approve the following Temporary Pay Differential “pay out” decisions:

- a. amount to be paid, which cannot exceed the statutory lid in any month;
- b. length of award, with acting appointments limited to six months;

- c. eligibility for payment which shall be based upon:
- criteria for written documentation of unique and critical skill set or recruitment difficulty (as provided annually by the Classified Human Resources Director);
  - verification that the full set of duties and authorities are attached to the acting assignment (to ensure that the pay differential is not used for short absences of 30 days or less, or for situations where full authority is not attached); and
  - written justification of project assignment and critical skills that include an annual assessment process submitted by the Supervisor.

**D. Procedure**

- Determine if position meets the definition of Acting Assignment, Project Assignment, or Unique skill for a Temporary Pay Differential.
- Prepare a memorandum to your Division Head outlining the criteria listed above (a-c) for a Temporary Pay Differential, potential impacts on current departmental employees, and explanation of where and how this differential will be funded.
- Complete the Temporary Pay Individual Agreement, *refraining from communicating intent with employee, refraining from indicating monetary compensation of any kind is being requested with employee, and refraining from acquiring the employee's signature until all approval signatures have been received.*
- Submit all documentation to the Human Resource Director for presentation to the Appointing Authority.
- Upon approval and signatures from the Appointing Authority, arrange a meeting with the employee to discuss and obtain the employee's signature on the Individual Agreement. Return all documents to Human Resources for processing. If it is discovered that the request for additional monetary compensation was shared with the receiving employee prior to receipt of approval, the request will be automatically denied.
- Human Resources will file the original agreement in employee's personnel file.

**Official:**

William L. Robinson  
Deputy Director

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