# Non-Base Pay Options
*(Excludes the Exceptional Recruitment and Retention Incentive Options)*

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| Employee Recognition| Lump sum payment up to $5,000 per fiscal year and/or up to 5 days organizational recognition leave (40 hours) per leave year for:  
- Achievements or accomplishments that contribute to the overall objectives of the agency and state government. | Monetary, Non-Monetary and Leave | Independent of and in addition to other pay practices. Covered by DHRM Policy #1.15. |
| Service Award       | Up to 5 days of recognition leave (40 hours) per leave year to:  
- Recognize an employee for length of state service after 1 year, 3 years, and 5 years, and in 5 year increments thereafter. | Non-Monetary | Independent of and in addition to other pay practices. Covered by DHRM Policy #1.15. |
| In-Band Bonuses     | Lump sum payment **in lieu of base pay adjustment** for:  
- Change in duties*  
- Application of new knowledge/skills/abilities from education, certification, relevant licensure*  
- Retention Internal Alignment (bonus with required planning for permanent base pay adjustment)* | Monetary | **Substitutes for In-Band Adjustments (base pay changes)**  
Covered by DHRM Policy #3.05. |

*Where there are current budget constraints, this option allows for transition when agency needs time to develop funding to support base-pay salary adjustment.*

All salary actions require consideration of the following pay factors:

- Agency Business Need
- Duties & Responsibilities
- Performance
- Work Experience & Education
- Knowledge, Skills, Abilities, & Competencies
- Training, Certification, Relevant License, etc.
- Internal Salary Alignment
- Market Availability
- Salary Reference Data
- Total Compensation
- Budget Implications
- Long Term Impact
- Current Salary (Demotions, Downward Role Changes)