

Non-Base Pay Options

(Excludes the Exceptional Recruitment and Retention Incentive Options)

Revised 7-01-19

Program / Practices	Guidelines	Type of Reward	Relation to Pay Practices
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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 <u>in lieu of base pay adjustment</u> for: <ul style="list-style-type: none"> • 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)* <p>*Where there are current budget constraints, this option allows for transition when agency needs time to develop funding to support base-pay salary adjustment.</p>	Monetary	Substitutes for In-Band Adjustments (base pay changes) Covered by DHRM Policy #3.05.

All salary actions require consideration of the following pay factors:

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