**Division of Personnel**
**PAY PLAN POLICY – Additional Duties and Responsibilities**
**DOP-PPP-III.D.1**

**Effective Date 7/1/16**

## Additional Duties and Responsibilities

An appointing authority may recommend an in-range salary adjustment of up to 5% for an employee who has been assigned additional duties on a temporary or permanent basis beyond those expected of the position, where a completed Position Description Form has been reviewed by the Division and where a change in classification is not warranted or not possible. The appointing authority shall document the nature and extent of the new duties and/or responsibilities in the request.

| | | YES | NO |
|---|---|---|---|
| 1. | Have new duties been assigned to the position and a Position Description Form submitted to the Director for review? | ☐ | ☐ |
| 2. | Did the Division of Personnel review result in a reallocation of the position to a different classification? | ☐ | ☐ |
| 3. | Were new duties assigned to the position for new or additional program(s)? | ☐ | ☐ |
| 4. | Were new duties assigned to the position due to agency reorganization/ realignment? | ☐ | ☐ |
| 5. | Were substantial additional supervisory responsibilities added to the position? | ☐ | ☐ |
| 6. | Were a substantial amount of additional duties and or responsibilities added to the position? | ☐ | ☐ |
| 7. | Are the additional duties temporary? | ☐ | ☐ |

**If you answered "No" to question 1, the employee is not eligible.**

**STOP**

**If you answered "YES" to question 2, the employee is not eligible.**

**STOP**

**If you answered "YES" to one of the questions 3 through 6, the employee is eligible. Complete the Pay Plan Policy Request for Approval Form. Attach the following documents along with any additional information requested by the Division.**

— Specific list of duties, responsibilities and objectives being assigned to the position.

— A beginning date and estimated completion date.

— A letter of understanding signed by the employee which details the terms and conditions of the temporary duties and/or responsibilities.

**Regardless of eligibility, an in-range adjustment is discretionary.**

**Please refer to the Pay Plan Policy (D. 1. Additional Duties and Responsibilities) for full details regarding this action.**