

Optional Pay Documentation/Approval Grid

	Documentation Required	Level of Approval
Retention of employee (job offer)	See section III. A. in policy Questionnaire not required	Appointing Authority may approve up to 10% of annual salary
Disparate pay situation	See section III. B. in policy Questionnaire not required	Appointing Authority may approve up to 10% of annual salary
Difficult-to-Fill Positions	See section III. C. in policy Questionnaire not required	Appointing Authority may approve up to 10% of annual salary
Significant additional duties (temporary and permanent)	See section III. D. in policy Questionnaire required Delegated Optional Pay Request Form required	Appointing Authority may only approve up to 7% of annual salary Civil Service Commission must approve any amount over 7% up to 10%