

## Optional Pay Documentation/Approval Grid

|  | <b>Documentation Required</b>  | <b>Level of Approval</b>  |
|--|--|---|
| <b>Retention of Employee<br/>(verifiable job offer)</b>            | See section IV. A. in policy<br><br>Questionnaire not required   | Appointing Authority may approve up to 10% of annual salary.<br><br>Employees at range maximum shall not be eligible for this payment.  |
| <b>Disparate Pay Situation</b>                                     | See section IV. B. in policy<br><br>Questionnaire not required   | Appointing Authority may approve up to 10% of annual salary.<br><br>Employees at range maximum shall not be eligible for this payment.  |
| <b>Difficult-to-Fill Positions</b>                                 | See section IV. C. in policy<br><br>Questionnaire not required   | Appointing Authority may approve up to 10% of annual salary.<br><br>Employees at range maximum shall not be eligible for this payment.  |
| <b>Significant Additional Duties<br/>(temporary and permanent)</b> | See section IV. D. in policy<br><br>Optional Pay Adjustment Questionnaire for Additional Duties required | Appointing Authority may approve up to 5% of annual salary.<br><br>An employee may not receive more than 10% base pay increases within three consecutive years for significant additional duties. |

**NOTE:** For additional information, please refer to DOA Personnel Policy No. 38.