If the position has specific requirements (shift work, licensure, drug testing, driver’s license, other special requirements) or is assigned a special entrance rate, premium pay, base supplement, shift differential, etc., we recommend that you attach form SF-3.A. If this optional form is not used, special requirements such as required licenses or police commission must be included in Item 6 – the statement of Duties and Responsibilities.

- This position requires Drug Testing either because it involves safety and security sensitive work, operation/maintenance of public vehicles or the supervision of employees engaged in the operation/maintenance of public vehicles.
- This position requires a driver’s license: ☐ A/B/C ☐ D ☐ E
- This position has the following special requirements:

<table>
<thead>
<tr>
<th>SPECIAL PAY / WORKING CONDITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check off items that apply and indicate actual rates that apply to the position (Do not list maximums allowed by the agency unless they are actually applied to the position.)</td>
</tr>
</tbody>
</table>

- This position involves shift work: ☐ night / ☐ evening / ☐ rotating
- There is special shift pay for this position: ______
- There is premium pay for this position: ______
- There is on-call pay for this position: ______
- This position has a Special Entrance Rate (SER): ______
- There is a base supplement for this position. List percentage ______
- This position is FLSA Status Exempt
- This position is FLSA Status Non-Exempt
- This position participates in a training series. Cap of series is ______
- This position has other special pay/working conditions: ______