

DEPARTMENT OF NATURAL RESOURCES

HUMAN RESOURCES POLICY NO.: 13A

EFFECTIVE DATE: SEPTEMBER 23, 2015

**SUBJECT: PAY FOR EMPLOYEES APPOINTED AT RANGE
MINIMUM**

AUTHORIZATION: STEPHEN CHUSTZ, SECRETARY

I. POLICY

In accordance with Civil Service Rule 6.31, the Department of Natural Resources (DNR) may grant a two (2%) percent base pay increase to eligible employees appointed at the minimum of the pay range to aide in the recruitment and retention of employees.

II. PURPOSE

This policy affords appointing authorities the discretionary authority, for recruitment and retention purposes, to grant additional pay to eligible employees.

III. APPLICABILITY

This policy applies solely to DNR employees who satisfy the eligibility requirements defined herein.

IV. ELIGIBILITY

To be eligible for a base pay increase under this policy, the following conditions must be satisfied:

- 1) The employee must be serving in a job, probational or promotional appointment status;
- 2) The employee must have been appointed at the minimum of the pay range;
- 3) The employee must have served at least six months in the appointed position; and

- 4) The employee must be serving in the same appointed position that rendered him/her eligible under this policy on the date the base pay increase is made.

V. PAYMENT CONDITIONS

- 1) The employee's Division Head shall submit for consideration by the appointing authority a written request and justification for recommending the base pay increase.
- 2) In determining the propriety of the Division Head's recommendation, the appointing authority shall review:
 - a) The sufficiency of the recommendation;
 - b) The employee's overall performance, attendance and behavior;
 - c) The historical applicant pool and turnover rate for the appointed position; and
 - d) Budget availability.
- 3) Base pay increases shall be two (2%) percent of the employee's then current salary.
- 4) Base pay increases shall be prospective only.
- 5) Base pay increases may only be granted within twelve (12) months of the effective date of the employee's eligible appointment.

VI. UNIFORMITY

When an appointing authority elects to grant a base pay increase under this policy, similar base pay increases must be granted to all eligible employees, as defined herein, in the same job title within the same organizational unit who likewise were hired at the minimum of the pay range.

VII. EXCEPTIONS

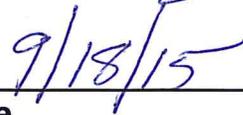
There will be no exceptions to this policy.

VIII. QUESTIONS

Questions regarding this policy should be addressed to Human Resources.



Stephen Chustz, Secretary



Date

Initial Issue Date: 07/12

Revision Date: 09/15