

MEMORANDUM

DATE: October 15, 1998

TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 98-053

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Personnel Transactions Supervisors
Labor Relations Officers

FROM: Department of Personnel Administration
Classification and Compensation Division

SUBJECT: Supplemental Salary Adjustment Program for Excluded Employees

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The Department of Personnel Administration (DPA) has approved a Supplemental Salary Adjustment Program for Excluded Employees, effective November 1, 1998.

At the discretion of the appointing power, an employee may receive a supplemental salary adjustment of 1 percent, 2 percent, or 3 percent per fiscal year for reasons including but not limited to outstanding job performance, increased responsibility, or unusual recruitment/retention problems. These adjustments should not be awarded arbitrarily or capriciously. The reason for granting a supplemental salary adjustment shall be documented and kept on file for a minimum of three years by the appointing power.

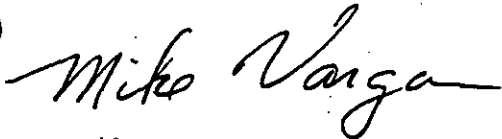
Supplemental salary adjustments may be permanent or temporary as follows:

- An employee's base salary may be permanently increased by a maximum of 3 percent per fiscal year provided the increase does not result in a salary rate beyond the maximum of the employee's salary range. A permanent supplemental adjustment shall be documented as a SAL transaction and the employee shall retain their salary anniversary date.



- If the supplemental salary adjustment results in a salary rate beyond the maximum of the employee's salary range, the increase shall be temporary. The employee may receive a supplemental salary adjustment of 1 percent, 2 percent, and 3 percent above the maximum of the salary range.
- Temporary supplemental salary adjustments shall not exceed one year in duration and may be rescinded or modified at any time at the discretion of the appointing power.
- Temporary supplemental salary adjustments shall be paid as a Temporary Supplemental Salary Adjustment Differential (copy attached). A Pay Letter will be issued establishing the temporary supplemental salary adjustment.

There will be no additional funding provided to departments; therefore, departments must work within their budget when granting these adjustments. If you have any questions regarding this memorandum or the attachment, you may contact your department's Personnel Management Technician in the Classification and Compensation Division at DPA.



Mike Vargas
Program Manager

Attachment



TEMPORARY SUPPLEMENTAL SALARY ADJUSTMENT DIFFERENTIAL

Established 6/1/98 - Unit 16
 Established 7/1/98 - Unit 19
 Established 11/1/98 - Excluded Employees*

CB/ID and ClassDepartment

R16
 U16**
 R19
 U19**

All Departments

Rate

1%
 2%
 3%

Criteria

Employees may receive a supplemental salary adjustment, up to 3% per fiscal year, for reasons including but not limited to outstanding job performance, increased responsibility, or unusual recruitment/retention problems.

Temporary supplemental adjustments shall not exceed one year in duration and may be rescinded or modified at the discretion of the appointing power.

Upon movement to another classification an employee shall lose the Temporary Supplemental Salary Adjustment Differential.

If Applicable, Should Pay Differential Be:

Pro rated	-Yes
Subject to qualifying pay period	-No
All time bases and tenures are eligible	-Yes

Subject to PERS Deduction

No

Inclusion in Rate to Calculate the Following Benefit Pay

Overtime	-No/Yes (FLSA)
IDL	-Yes
EIDL	-Yes, if applicable
NDI	-No
Lump Sum: Vacation	-No
Sick	-No
Extra	-No

*Applies to CB/ID Codes: E99, E98, E97, E79, E78, E77, E67, E68, E59, E58, E48, M01-M21, and S01-S21.

**This applies only to rank-and-file employees.

