



Department of Management Services
 Division of Human Resource Management

PROGRAM GUIDELINES

SUBJECT: <i>Salary Additives</i>	
STATUTOR/RULE REFERENCE: <i>Section 110.2035(6)(c), Florida Statutes Section 216.251(3), Florida Statutes Section 60L-32.0012, Florida Administrative Code</i>	EFFECTIVE DATE: <i>October 11, 2007</i>
FORMS: <i>Additive Template</i>	ADDITIONAL REFERENCE MATERIAL: <i>N/A</i>

I. SCOPE AND PURPOSE.

This document provides the general guidelines and procedures to be followed when requesting approval to use Salary Additives for Career Service employees.

II. DEFINITIONS.

For purposes of this guideline, the following definitions apply:

Cohort – Cohort means more than one position sharing the same job classification or job occupation.

Shift Differential Pay - Shift differential pay is defined as additional compensation provided for work regularly performed on other than a daytime shift work schedule. Work subject to a shift differential additive is generally performed between the hours of 6:00 p.m. to 7:00 a.m.

III. APPLICABLE STATUTORY AND RULE PROVISIONS.

A. Statutory Provisions

Excerpt from Section 110.2035(6)(c), Classification and compensation program, F.S.,

“...An agency may not implement any pay additive to a cohort of positions sharing job classifications or job occupations unless the Legislature has specifically authorized such pay additives and such pay additives do not conflict with any collective bargaining agreement for that specific cohort of positions....”

Section 216.251(3), Salary appropriations; limitations, F.S.,

An agency may not provide general salary increases or pay additives for a cohort of positions sharing the same job classification or job occupations which the Legislature has not authorized in the General Appropriations Act or other laws.

B. Rule Provisions

Rule 60L-32.0012, Salary Additives, F.A.C.:

- (2)(a) Shift Differential Additive – Agencies may approve this additive for a position when justified by competitive labor practices.
- (b) On-Call Additive – Agencies may approve positions to be placed on-call. Agencies may assign individual positions this additive when all of the following conditions are satisfied:
1. The employee has been instructed by the appropriate management to remain available to work during an off duty period.
 2. The employee must leave work where the employee may be reached by phone or electronic signaling device.
 3. The employee is available to return to the work location on short notice to perform assigned duties.
- (c) Hazardous Duty Additive – An agency may approve this additive for specific positions when it can be demonstrated that such positions are required to perform duties and responsibilities that are exceptionally hazardous or dangerous. Such duties and responsibilities shall not be customarily associated with all positions in the broadband level.
- (d) Lead Worker Additive – An agency may approve this additive for individuals with sufficient knowledge and experience to lead others when assigned such responsibilities on a continuing basis. The leadership does not include evaluating other's performance or administering disciplinary actions, and it does not justify reclassification. Duties must be reflected on the position description and in accordance with Chapter 60L-31, F.A.C.
- (e) Temporary Special Duty Additive – An agency may approve this additive, for a period of ninety days, when a position has been assigned temporary duties and responsibilities not customarily assigned to the position. An agency shall not extend the period without Department approval.
- (f) Trainer Additive – An agency may approve this additive when an employee is assigned the responsibility to provide on-the-job training to other employees as part of an agency-approved formalized training program; provided that such training is not part of the customarily assigned duties of the position.
- (g) Competitive Area Differential Additive – An agency shall not grant this additive without Department approval. This additive is justified for specific positions within an agency when it can be demonstrated that the additive is based on geographical, localized recruitment, turnover, or competitive pay problems. If requested by the agency, this additive may apply to positions within the requesting agency with similar duties and responsibilities in the approved broadband level within the geographical area for which the Department approves the additive.

- (h) Critical Market Pay Additive – An agency shall not grant this additive without Department approval. This additive is justified when pay for a position is substantially below the prevailing market rate, resulting in hiring and retention difficulties. In considering requests for this additive, the Department shall conduct all relevant analyses to determine the need for a pay adjustment for the position. An agency requesting this additive shall assist the Department in any analyses the Department requests.

IV. PROCEDURE.

- A. Agencies are authorized to grant the additives listed in Section 8, PAY ADDITIVES AND OTHER INCENTIVE PROGRAMS, of the General Appropriations Act (GAA). These additives must be implemented in accordance with the provisions of the GAA, applicable statutes, administrative rules and collective bargaining agreements. Agencies granted the authority in the GAA to implement specific additives for the fiscal year must develop an implementation plan which will be submitted to the Department of Management Services /Human Resource Management (DMS/HRM) for review. For notification purposes, DMS/HRM will forward the implementation plan to the Executive Office of the Governor (EOG) and the Legislature.
- B. An employing agency shall notify DMS/HRM of their intent to implement hazardous duty, lead worker, temporary special duty, and trainer additives by completing and submitting the Additive Notification form (spreadsheet) at least 14 days prior to implementation of the additive. DMS/HRM will then submit the information to the Executive Office of the Governor (EOG) and the Legislature. The notification form can be accessed at the below web address.

<http://dms.myflorida.com/content/download/27660/128673/version/1/file/Additives+spreadsheet.xls>

A detailed explanation of the circumstances that justify the need to establish the additive must be provided. DMS/HRM will notify the requesting agency whether or not to implement the additive after expiration of the 14-day notification period.

- C. Shift differential and on-call additives are exempt from the notification process.
- D. Competitive Area Differential and Critical Market additives may only be approved by DMS/HRM and will not be considered for approval if the documentation required in Sections 60L-32.0012(2)(g) and (h), F.A.C., is not submitted with the request.

