



Office of Human Resources

Policy Memorandum 3

Date: July 7, 2009

Optional Pay Policy

Nunez Community College's Optional Pay Policy, in accordance with Civil Service rule 6.16.2, was approved by the Civil Service Commission on July 12, 2000, and went into effect on August 1, 2000. The approved policy is:

The college may elect to reward employees in the following areas:

- Retention of employees deemed essential to the agency—up to 7% base pay or lump sum increase to match a written and verified job offer from a private employer.
- Adjust pay differentials between comparable employees—up to 7% base pay increase for salary compression caused by the implementation of a Civil Service pay rule.
- Compensation for additional duties—up to 5% base pay or lump sum increase to award employees for either permanent or temporary additional duties.
- Recruit employees into difficult to fill positions—up to 7% base pay or lump sum increase in order to recruit employees into difficult to fill positions.

The name of any employee receiving an optional pay adjustment and the amount of the increase will be posted on the Human Resources for 60 days following the implementation of the increase.