DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 135

EFFECTIVE DATE:	**April 20, 2023**
SUBJECT:	**Premium Pay for Group Benefits Accountant Job Titles**
AUTHORIZATION:	Barbara Goodson, Appointing Authority

I. POLICY:

In accordance with the provisions of Civil Service Rule 6.16(a), it is the policy of the Division of Administration to implement Premium Pay for the following:

JOB TITLE	JOB CODE
Accountant 1	160180
Accountant 2	139350
Accountant 3	139370
Accountant 4	171400

II. PURPOSE:

The purpose of this policy is to provide the Division of Administration with a tool that allows for flexibility in pay for recruitment and retention purposes.

III. APPLICABILITY:

This policy applies to all full-time classified positions within the Office of Group Benefits.

IV. PROCEDURE:

The Office of Group Benefits (OGB) shall maintain a record of those employees who occupy positions in the job titles specified above and maintain the *Positions Authorized to Receive Premium Pay* forms which are located on the OHR website. This same form must be completed in the event of the addition of or removal of such position(s) from the organization.

OGB will ensure positions are eligible for premium pay and, if appropriate, adjust the position attribute in SAP and make the necessary adjustment to the pay of the incumbent in the position.

This policy is not intended to create any property rights. The agency may re-assess "need" and the allocation of funding resources at any time and may rescind or change the amount given at any time. Sufficient notice must be provided to the employee and notification must be sent to State Civil Service of any changes in the amount paid.

V. RESPONSIBILITY:

Section Head is responsible for:

Determining which positions and incumbents should be authorized for receiving premium pay in a fair and non-discriminatory manner.

Ensuring that only individuals in positions authorized to receive premium pay do so.

Ensuring that each employee under his supervision, current and new, is made aware of this policy and its contents as well as any forthcoming revisions.

Providing for informal discussions of grievances and complaints related to this policy in an effort to resolve problems prior to the filing of a formal complaint.

Maintaining appropriate records of those positions and incumbents authorized for premium pay.

Managers/Supervisors are responsible for:

Complying with this policy as directed by the section head.

VI. EXCEPTIONS:

Requests for exceptions to this policy should be submitted, in writing, to the Appointing Authority through the Office of Human Resources.

VII. QUESTIONS:

Questions regarding this policy should be directed to the Director of Human Resources.

VIII. VIOLATION OF THE POLICY:

Employees found to have violated this policy may be subject to disciplinary action, up to and including dismissal.

ADDENDUM "A"

Effective April 20, 2023, the following identifies the position within the Division of Administration/ Office of Group Benefits that will receive Premium Pay and the applicable Premium Pay rate:

JOB TITLE	JOB CODE
Accountant 1	160180
Accountant 2	139350
Accountant 3	139370
Accountant 4	171400

All eligible employees in the above job titles will receive the following for all hours actually worked based on the current length of employment with the DOA/OGB:

Employed 0 months to less than 2 years	Up to $1.00 per hour
Employed 2 years to less than 4 years	Up to $1.50 per hour
Employed 4 years or greater	Up to $2.00 per hour

If an eligible employee moves to a position outside of the DOA/OGB after the effective date of this policy, his previous length of employment will not count if he is re-employed by OGB. He will be considered a new OGB employee and his premium pay rate will start over at $1.00 per hour.