

## Special Assignment Guidelines

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**Related Rule/Statute:** R2-5A-403 (C) Special Assignment

**Issued:** December 20, 2012

**Effective:** December 20, 2012

**Eligibility:** Covered and Uncovered employees

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### Description

In accordance with these guidelines, a Special Assignment Supplement may be provided to an employee on Special Assignment pursuant to R2-5A-307.B.3. This is supplemental pay and will not impact the employee's base salary. It is generally used to fill a critical position while recruiting or while the incumbent is out on medical or military leave.

### Requirements

- Special Assignment Supplements are subject to available funding and must be within the agency's appropriation.
- Special Assignment Supplements shall be provided without regard to political affiliation, race, color, national origin, sex, age, disability or religious creed.

### Administration

Employees on a special assignment to a higher graded position may receive a Special Assignment Supplement for up to six months. The new salary shall not exceed the prior incumbent's salary and shall not exceed 7% of the new midpoint, paid on a bi-weekly basis. Increases greater than 7% of the new midpoint must be approved by ADOA on a case-by-case basis. The amount of the Special Assignment Supplement shall be evaluated on a case-by-case basis depending on the type of job, level of additional responsibilities, and prior incumbent's salary.

Employees on a special assignment to the same grade or a lower graded position shall receive no change in salary.

ADOA reserves the right to modify this practice based on the competitive labor market or other external factors and will conduct period surveys of the market for this purpose.