

Compensation Strategies

| Toolbox | Strategy | Cumulative Budget Limit of 2% of PS | Cumulative Employee limit of 10% of base | Performance Requirement (for EEs who are required to have an evaluation) | Approval Authority | Minimum Eligibility | Strategy Limit |
|---------------------------|--|-------------------------------------|--|--|--|--|---|
| Executive | Merit (Legislative) | TBD | TBD | TBD | Legislature | • Eligibility TBD by Governor's Office or Legislature | TBD |
| ADOA HR | Special Market Adjustment (Legislatively Approved) | N | N | No Requirement | ADOA | • Eligibility TBD by Governor's Office or Legislature | Determined by market research |
| | Criteria-Based Adjustment (i.e. step plan) | N | N | | | • Uncovered and covered | |
| | Classification Market Adjustment | N | N | | | • Uncovered and covered | |
| ADOA HR | Conditional Pay Supplement | N | N | No Requirement | ADOA | • Uncovered; covered (Depending on type) | Determined by market research |
| | Referral Incentive (Pay Code 755) | N | N | | | • Uncovered; covered if CO, CCO, or FAPO • Executive level positions that are responsible for recruiting or hiring functions, employees in a direct line reporting relationship to the referred employee, and family members are not eligible | |
| | Hiring Incentive (Pay Code 722) | N | N | | | • Uncovered; covered if CO, CCO, or FAPO | |
| Agency Individual* | Counter Offer | N | N | Overall rating of 2.5 or greater on a 3 point scale or 4 or greater on a 5 point scale - may be waived by Agency Director with appropriate documentation | Agency | • Uncovered; covered if CO, CCO, or FAPO • Verified job offer | Varies by offer |
| | In-Grade Adjustment | N | N | | | • Uncovered; covered if CO, CCO, or FAPO • Must be for either: Change in Duties (remain in same class), Professional Development, Retention, or Performance | |
| Agency Variable** | Spot Incentive (Pay Code 730) | Y | Y | Overall "Meets Expectations" - may not be waived | Agency | • Uncovered; covered if CO, CCO, or FAPO • Not involuntarily demoted during previous six months • No formal disciplinary actions during previous six months | Up to 5% of base salary/EE/FY |
| | Goal-Based Incentive (Pay Code 790) | Y | Y | | | | Up to 5% of base salary/EE/FY |
| | Conditional Retention Incentive (Pay Code 744) | Y | Y | | | | Up to 5% of base salary/EE/FY |
| | Merit-Based Incentive (Pay Code 788 or 789) | Y | Y | | | | Up to 7% of base salary/Up to 30% of Employees |
| | Meritorious Service Leave | N/A | N/A | | | | Up to 24 hrs/EE/FY |
| Change/Special Assignment | New Hire | N | N | No requirement | Agency | • Uncovered | Up to midpoint, higher with documentation |
| | Promotion | N | N | | | | Up to midpoint, higher with documentation |
| | Lateral Transfer | N | N | | | | No Change in salary-exceptions by Agency Director |
| | Demotion | N | N | | | | Generally 2.5% decrease-exceptions by Agency Director |
| | Reallocation | N | N | | | | Up to midpoint, higher with documentation |
| | Special Assignment | N | N | No requirement | ADOA approves action/ Agency approves salary | • Uncovered and covered | Up to midpoint, higher with documentation |