

**PROCEDURE 301-5**  
**SPECIAL PAY PLANS**  
**Revised November 10, 2021**

Departments/agencies/offices may develop written plans to provide additional compensation to reward employees for developing knowledge or skills that substantially increase the employee's value to their organization, but that do not warrant a change in job classification. Special pay plans may also be utilized where necessary to address staffing shortages or other specific challenges, provided that the plan may not be used for the purpose of increasing the wages of a particular employee as opposed to employees in particular jobs, units, and the like. Where the special pay plan increases the employee's base rate of pay, the pay rate may not exceed the maximum for the pay grade.

At minimum, the plan must specify:

- The business necessity of the plan.
- The business units and/or positions eligible for additional compensation.
- The circumstances under which employees may earn additional compensation.

To ensure that plans are consistent with the Compensation Policy and applicable laws, special pay plans must be approved by the Department of Human Resources after consultation with the County Manager before they are implemented. Plans must be written and on file with the Department of Human Resources.

