



# Optional Pay Adjustment Questionnaire for Additional Duties

Form Revision Date: 6/2021

Agency/Division:

Personnel Area Code:

Requested Effective Date:

Please attach to LDH Form HR-22

Requested Percent Adjustment:

Type of Adjustment:

Lump Sum

Base Pay

**1. Please provide employee information below.**

Employee Name		Job Title	
Employee Personnel Number		Pay Level/Range	
Employee's Annual Salary	\$	Level of Work on Job Specification	

**2. What are the additional duties?**

**3. Has the job description been updated?**

**4. Were any duties removed to facilitate this new duty? If so, which ones?**

**5. Will the duties be permanent or temporary?**

**6. What percentage of time are the additional duties allocated?**

**7. Would you consider the duties to be lower, higher, or the same level as the duties performed in the current job?**

*This may include an assessment from the employee's manager. If a delegated agency, a HR assessment must be included.*

**8. Does this result in some savings for the agency? If so, how? What are the projected dollar savings?**

**9. Will the employee have to learn new skills and/or competencies? If so, please explain.**

**10. Many jobs evolve over time, due to procedural differences and technology changes. How are these additional duties different from a natural evolution of the job?**

*Example: Administrative Assistants have historically produced correspondence for their bosses. As recently as fifteen years ago, this was mostly done with a typewriter. Today, however, typewriters are essentially obsolete. An administrative assistant is still an administrative assistant, regardless of the method used to produce correspondence.*

**11. If this request is for an employee who is an administrator or higher, please describe how these duties are outside of the scope of the position.**

**12. Has the employee received an Optional Pay adjustment before? If so, please list dates and reasons.**