



# Wyoming Judicial Branch

## Special Pay Requests Policy

<b>Policy Approver(s)</b>	Wyoming Judicial Council
<b>Storage Location</b>	\\wscfs01\Shares\WSC\Court Administration Policies and Protocols
<b>Effective Date</b>	December 16, 2024
<b>Review Period</b>	Annually

### I. PURPOSE

This policy establishes guidelines and procedures for approving special pay requests, including hiring bonuses, discretionary bonuses, and additional pay for extra duties, ensuring consistency, fairness, and fiscal responsibility within the Branch.

### II. DEFINITIONS

- A. “Additional Pay for Extra Duties (Add-On Pay)” means additional compensation granted for temporarily assuming responsibilities outside of an employee's regular job description
- B. “Base Pay” means a predetermined amount constituting all or part of the employee's compensation each monthly pay period. This monthly salary is referred to as the employee’s base pay or base salary and is paid on the last business day of the month. Salary-paid employees can be non-exempt or exempt.
- C. “Discretionary Bonus” means a non-contractual payment given to a particular employee at the recommendation of a Judicial Officer or State Court Administrator (SCA) to acknowledge efforts beyond an employee’s normal responsibilities such as contributions to special projects, assisting another court, or other outstanding achievements.
- D. “Hiring Bonus” means a one-time payment offered to a new hire due to market pressure as an incentive to join the Branch.
- E. “Judicial Officer” means a Justice of the Wyoming Supreme Court, a District Court Judge, a Circuit Court Judge, or a full-time Magistrate.
- F. “Special Pay” means compensation provided to employees beyond their regular base pay or wages. This additional remuneration is granted to recognize exceptional circumstances or responsibilities that go beyond standard job expectations. Special Pay includes hiring bonuses, discretionary bonuses, and additional pay for extra duties.

### **III.APPLICATION**

This policy applies to all employees of the Wyoming Judicial Branch.

### **IV. INFORMATION ABOUT SPECIAL PAY**

The Human Resources Committee (HRC) is responsible for establishing policies regarding Special Pay including determining reasonableness of amounts for bonuses and additional pay, establishing eligibility guidelines for requests, and making a final decision on requests referred to the committee as outlined by this policy.

### **V. ELIGIBILITY GUIDELINES**

The following circumstances may warrant special pay:

- A.** Demonstrated need based on market conditions or specific circumstances, such as difficult-to-fill positions; or
- B.** In response to staff shortages, performing additional work for another court/division, or performing tasks outside of an employee's job classification.

All requests for special pay are subject to funding availability in the budget of the court or budget division from which the employee is customarily paid.

Special pay is not used to recognize work performance. Requests to compensate an employee for work performed within their regular job duties will not be considered.

### **VI. SPECIAL PAY REQUESTS**

Judicial Officers or the SCA must submit a written request for Special Pay to the Chief Human Resources and Education Officer. The request should include:

- A.** Type of Special Pay requested (Hiring Bonus, Discretionary Bonus, or Additional Pay).
- B.** Justification for the request, including specific details of how the employee meets the eligibility requirements.
- C.** Proposed amount or terms of the Special Pay.

Requests will be forwarded to the HRC for approval. If the nature of the request is not time-sensitive, the HRC will address it at their next scheduled meeting, otherwise, the request will be addressed by email.

The HRC may approve an on-going special pay request for a specific job classification (i.e. all court reporter recruitments may offer a hiring bonus without receiving prior approval).

Approved Special Pay requests must be documented in writing, including:

- A.** Approved amount and payment terms.
- B.** Date of approval.

The HRC Chair will notify the Judicial Officer or SCA of the final decision.



## **VII. APPEAL PROCESS**

If a special pay request is denied by the HRC, the Judicial Officer or SCA may submit an appeal in writing for review by the Wyoming Judicial Council (WJC) within twenty (20) days of notification of the denial. If the appeal is not time-sensitive, the WJC will address the issue at its next scheduled meeting. If the appeal is time-sensitive, the WJC will address the issue either via email or at a special meeting.

## **VIII. POLICY REVIEW AND UPDATE**

This policy will be reviewed annually or as needed as determined by the HRC.

**Approved By:**

 _____ <b>Kate M. Fox, Chief Justice</b> <b>Chair, Wyoming Judicial Council</b>	 _____ <b>Date</b>
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## Special Pay Request Form

Employee Name \_\_\_\_\_

Job Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's Job Title \_\_\_\_\_

**Purpose of request** \_\_\_\_\_

**Describe the requested special pay**

\_\_\_\_\_  
Supervisor/Judicial Officer Signature

\_\_\_\_\_  
Date

### **Human Resources Acknowledgement**

This request was received on: \_\_\_\_\_

### **Human Resources Committee Action**

Approve / Deny \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_