

# Special Project Rates

# Why Are We Here?

- ❖ Joint responsibility to administer special project rates
  - NJAC Title 4A
  - applicable Federal law and regulations.

# Per NJAC 4A:3-5.7(e)

- ❖ Employees may be paid a different rate of pay for work performed in functions which are not included in their assigned title description, outside of their regular work schedule.
- ❖ NL and N4 employees who perform extraordinary work activities on a limited or periodic basis beyond their normal workweek within their assigned title may be paid special project rates.
- ❖ Such employment may be paid at special project rates as approved by the Chair/Chief Executive Officer or his/her designee.

# Provided

- The work must be on a part time, occasional or sporadic basis;
- Solely at the employee's option;
- And in a different capacity from which the employee is regularly employed, except for those in NL and N4 workweeks.

# Special Project Rate Positions

Special Project Rates must be paid out  
of Special Project Rate Positions

# Special Projects are NOT TES

While special project rate (SPR) positions are currently processed in CSS Online via the TES screens (214, 215 & 221), they are ***not*** TES positions.

# Commonalities Between Special Project Rate and TES Positions

- Both have '800000' position numbers
- Both have a Position Type of "Special Services"
- Both have 'Q88' payment title codes
- Both are funded by an Appropriated Funds Amount with incumbents paid through a Source of Funds (SOF) account
- Only one position number of each type may exist for a particular combination of account number & payroll number
- Both may be filled by multiple incumbents

TES positions are not to be used for payment of special project rates.



# Why Clarification Is Needed

- Inappropriate payment title code
- Misunderstanding of “blanket”
- Misuse of Special Project Rates (SPR)
- Misuse of TES position numbers to pay existing employees

# Payment Title Codes

Incorrectly used title codes:

- 98889 Seasonal Employment Services
- 98988 Special Services
- 98921 Special Services (EUC)
  - > To be used only for TES employees
  - > Not to be used for existing employees

Correct title code:

- 98982 Special Project Rate

# TES Payment Titles

- The payment title code determines what kind of position it is and how it may be used.
- There are two types of TES positions:
  - > Special Services
  - > Special Services Seasonal

# Position Type “Special Services”

- The following TES payment title codes are used in conjunction with the **position type** “Special Services”:
  - 98988 – Special Services
  - 98821 – Special Services (EUC)<sup>†</sup>
  - 60151 – Foster Grandparents<sup>‡</sup>
  - 98822 – Foster Grandparents (EUC)<sup>‡</sup>

TES positions of the type “Special Services” expire **at the latest** at the end of the fiscal year.

<sup>†</sup>EUC = Exempt from Unemployment Compensation  
<sup>‡</sup>Active title, but not currently used.

# Position Type

## “Special Services Seasonal”

The title code associated with this position type is:

98889 – Seasonal Employment Services.

The main distinction of this payment title is that TES employment under it may span fiscal years, whereas employment under any other TES payment title must expire **at the latest** at the end of the current fiscal year.

# SPR Payment Title Code

- There is only **one** SPR payment title code:
  - 98982 – Special Project Rate
- It is used **only** in conjunction with the position type “Special Services”.
- It is the **only** correct payment title code under which Special Project work may be done.

# “Blankets”

- There are blanket positions and blanket requests, but not blanket approvals:
  - > A blanket position is a TES or Special Project Rate position from which multiple incumbents may be paid.
  - > A blanket request allows multiple positions classified by one title to be reclassified or downgraded to a different title.
  - > Approval of blanket vs. blanket approval
    - Blanket approvals do not exist.

# Special Project Rates

- To be used only with prior approval for employees working voluntarily out of classification, or NL or N4 in extraordinary circumstances.
- Examples of misapplication
  - Employee contractually entitled to extra pay while performing certain duties within regular title.
  - Non exempt employee paid Special Project Rate in lieu of overtime.



# Misuse of TES positions

- TES positions may not be used to pay existing employees.
  - > Potential FLSA violation
- Special Project Rate positions must be established for this purpose.

# Initial Creation and Approval of SPR

- Appointing Authority must file a fully detailed written justification for and explanation of a special project rate with the Civil Service Commission (CSC) for review and approval.

# Initial Creation and Approval of SPR

- All special project rates must be approved in writing in advance of the initiation of the work by the Civil Service Commission Chair/Chief Executive Officer or his/her designee.
- The Division of Classification and Compensation (C&C) has been designated to perform this function.

● The request must:

1. Describe the work to be performed;
2. Explain why the work cannot be done during normal business hours;

3. State the anticipated start and completion dates for the special project, and;
4. List the employees who will perform the work, by name, current title and employing agency, if different than the requesting agency.
5. Retroactive approvals will not be granted.

Send all requests for special project rates  
to:

Elizabeth Van Marter

Director

Division of Classification and  
Compensation

New Jersey Civil Service Commission

P. O. Box 313

Trenton, NJ 08625-0313

- All requests for the creation of special project rates must be received by C&C a **minimum** of 2 weeks prior to the requested implementation date for review, analysis and determination.

- C&C will review the request, and, if approved, identify an appropriate special project rate for each function covered.
- Special project rates are hourly rates and typically based upon the 4<sup>th</sup> step of the salary range of the title which most appropriately classifies the work to be performed.



# Approval

Upon approval of a special project rate request, C&C will notify the Appointing Authority, in writing of the:

- > Title(s) that most accurately classifies the duties to be performed
- > Approved rate(s)
- > Approved starting and ending dates
- > Approved employees

- For each special project, there can be only one rate for each function.
- Approvals for special project rates are for a specified period of time; they are approved with a beginning and end date.
- As approval for these positions must be renewed every fiscal year, in no event may special project rates extend beyond the fiscal year in which they are established.

- Customer Service team servicing Appointing Authority will be copied on the approval letter;
- OMB Centralized Payroll will also be copied.

# Extending a SPR

- A new request must be submitted to extend a special project rate into another fiscal year, following the same procedure as for an initial approval.
- All such requests must be received at least two weeks prior to the end of the fiscal year.

# Expired SPR

- If approval for a special project rate has expired, but work on the same project must resume, **a new request** with the required information and justification must be submitted, following the procedure described previously.

# SPRs Are Request Specific

- It is critical to recognize that approvals of SPRs apply only to the functions, individuals and time frames indicated in the original request.
- Changes to any one of these, i.e. additional employees, different functions, different start/end dates, require the submission of an addendum or new SPR request in writing to C&C.

# Upon Receipt of Written Approval

- Upon receiving written approval from C&C, the creation or modification of a SPR position may be effected by a CSS Online request.
  - > Creation: CSS Online 214 screen  
(If a position number has already been established for the SPR, do not create a new one.)
  - > Modification: CSS Online 221 screen

# Properly Completed New TES Position Request

DOP\_CSS - Windows Internet Explorer  
https://hi.state.nj.us/DOP\_CSS/entry

New Jersey Civil Service Commission  
**Classification Support System**

*CSS - TES Request (214)*

**Request Tracking Data**

Request #

**Functional Title**

Functional Title Code	Functional Title Name	SSN	Rate Type	Rate
<input type="text" value="96036"/>	<input type="text" value="SPPRT SVCS CWA"/>	<input type="text" value="- - -"/>	<input type="text" value="H"/>	<input type="text" value="16.49"/>

**Title Comments**

PRINCIPAL CLERK -PROVIDES CLERICAL SUPPORT TO THE OBJECTIVES AND STRATEGIES OF OEG BY PREPARING REPORTS, CORRESPONDENCE AND BRIEFING DOCUMENTS ON ATLANTIC CITY REDEVELOPMENT ISSUES AND PROJECTS.  
R11 20044

|  |  |  |

SUPERVISING MANAGEMENT IMPROVEMENT SPECIALIST-PROVIDES PROFESSIONAL SUPPORT TO EXECUTIVE MGMT IN DEVELOPING AND IMPLEMENTING THE STATE'S ECONOMIC GROWTH STRATEGY THROUGH THE COMPLETION OF SPECIALIZED PROJECT AND ASSIGNMENTS DESIGNED TO IMPROVE COORDINATION OF THE STATE'S ECONOMIC DEVELOPMENT EFFORTS ACROSS SECTORS AND DEPTS. V34 50087

Done Internet Handwriting 100%

Description of duties, including equivalent career service title



# Improperly Completed New TES Position Request

DOP\_CSS - Windows Internet Explorer  
https://hi.state.nj.us/DOP\_CSS/entry

**New Jersey Civil Service Commission**  
**Classification Support System**

*CSS - TES Request (214)*

**Request Tracking Data**

Request #

**Functional Title**

Functional Title Code	Functional Title Name	SSN	Rate Type	Rate
<input type="text" value="96070"/>	<input type="text" value="SPPRT SVC OCCUPS NON-ALGND"/>	<input type="text" value=" - -"/>	<input type="text" value="H"/>	<input type="text" value="10.00"/>

**Title Comments**

Done Internet Handwriting 100%

# Properly Completed New SPR Position Request

DOP\_CSS - Windows Internet Explorer  
https://hi.state.nj.us/DOP\_CSS/entry

New Jersey Civil Service Commission  
**Classification Support System**

*CSS - TES Request (214)*

Request Tracking Data

Request # 9490

Functional Title

Functional Title Code	Functional Title Name	SSN	Rate Type	Rate
<input type="text"/>	<input type="text"/>	<input type="text" value="000-000-0000"/>	H	49.05

Title Comments

HARDWICK - TITLE CODE 33894. SEVERE FREEZE HIT THE CA CITRUS INDUSTRY WHOLESALEERS ARE REQUESTING ORANGES BE IMPORTED FROM OTHER COUNTRIES; THESE SHIPMENTS ARE SUBJECT TO IMPORT REQUIREMENTS & REQUIRE A GRADE CONDITION INSPECTION UPON ARRIVAL TO THE US. NJDA PEFORMS THESE INSPECTIONS.

Submit

PREV-SCRN   RESET   FWD   PREV-MENU   MAIN-MENU   EXIT-CSS

Done   (2) Internet Explorer   0/10/2010   Internet   Handwriting, 100%

**SSN of each SPR employee**


**Description of duties, including equivalent career service title**

# Improperly Completed New SPR Position Request

DOP\_CSS - Windows Internet Explorer

https://hi.state.nj.us/DOP\_CSS/entry

DOP\_CSS

 **New Jersey Civil Service Commission**

## Classification Support System

### CSS - TES Request (214)

Request Tracking Data

Request #

Functional Title				
Functional Title Code	Functional Title Name	SSN	Rate Type	Rate
<input type="text"/>	<input type="text"/>	999 - 99 - 9999	Hourly	15.61

Title Comments

-  -

Done Internet Handwriting 100%

# Screen 221: Properly Completed Request to Add TES Functional Title

The screenshot shows a web browser window titled "DOP\_CSS - Windows Internet Explorer" with the URL "https://hi.state.nj.us/DOP\_CSS/entry". The page contains several sections for inputting information and comments:

- Salary Range Per Diem:** From [ ] To [ ]
- YTD Expended:** 4048.48
- DOP Comments:** TITLE COMMENTS NEEDED FOR APPROVAL OF THIS ACTION. PLEASE ADD COMMENTS AND RE-SUBMIT.
- AA Comments:** HOURLY EMPLOYEE NEEDED TO ASSIST WITH GROSS REVENUE AUDITS
- Functional Title Table:**

Functional Title Code	Functional Title Name	SSN	Rate Type	Rate
96060	PROFL OCCUP NONALND	[REDACTED]	H	30.00
- Title Comments:** THIS TITLE PERFORMS REQUIRED GROSS REVENUE AUDITS OF CASINO OPERATIONS. POSITION IS NEEDED TO ENSURE AUDITS ARE COMPLETED TIMELY DURING PERIODS OF STAFF SHORTAGE DUE TO RETIREMENTS AND RESIGNATIONS.
- Final AA Approval:** [ ]
- Submit:** [Submit]
- Navigation:** RESET, FWD, PREV-MENU, MAIN-MENU, EXIT-CSS

Annotations with arrows point to specific areas:

- CSC will send comments to AA if additional information needed to approve request.** (points to DOP Comments)
- AA comments are for communication between level 1 and level 2 AA – these are NOT SEEN by CSC during approval process.** (points to AA Comments)
- Description of duties, including equivalent career service title (not shown here)** (points to Title Comments)

# Screen 221: Improperly Completed Request to Add SPR Personnel

**New Jersey Civil Service Commission**  
*Classification Support System*

*CSS - TES Functional Title (221)*

**Request Tracking Data**

Request #	4028
Position Number	803248
Payment Title Name	SPCL SVCS
Position Type	SPECIAL SERVICES
Org / Fund / Prog / Obj	7670 / 100 / 050000 / 12
CC / PA / Ext	632 / 000 /
Payroll Number	672

**Used Special Services (TES) Position for Special Project**

**Functional Title**

Functional Title Code	Functional Title Name	SSN	Rate Type	Rate
96023	STRCTRL/INFRSTRCTRL WORK CWA	- -	H	39.44

**Title Comments**

SPECIAL PROJECT @ OUR FACILITY FOR THE SHUTDOWN OF THE HTHW SYSTEM.

**No SSN Given**

Final AA Approval

Submit

RESET FWD PREV-MENU MAIN-MENU EXIT-CSS

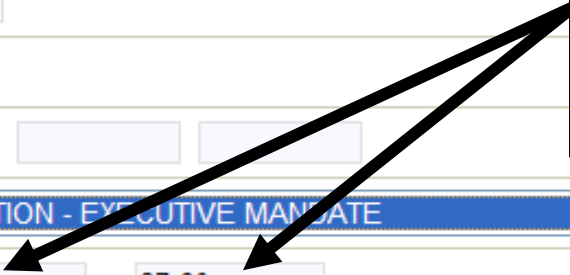
# CSS Online Approval Process

- AA requests a new SPR position or modification to an existing SPR position via CSS Online;
- C&C will check for approval letter on file;
- If none on file, C&C will not approve position until Appointing Authority submits a written SPR request for review, as described previously.

- When requesting special project rate positions in CSS Online, the minimum and maximum salaries must equal the approved rates for the lowest-paying and highest-paying functions to be performed in the project, respectively.

Position Data	
SOF Org / Fund / Prog / Obj	0000 / 000 / 000000 / 00
CC/PA/Ext	000 / 000 / 000000000000
Approp Funds Amount	150000
Lump Sum Amount	150000
Transfer Debit/Credit Amount	
Vacant Position #	
PMIS Reason Code	NEW FUNCTION - EXECUTIVE MANDATE
Salary Range Hourly	From 14.50 To 27.60
Salary Range Per Diem	From To
Final AA Approval	

Minimum and maximum pay rates requested must equal those of the lowest- and highest-paying functions in the project, respectively.



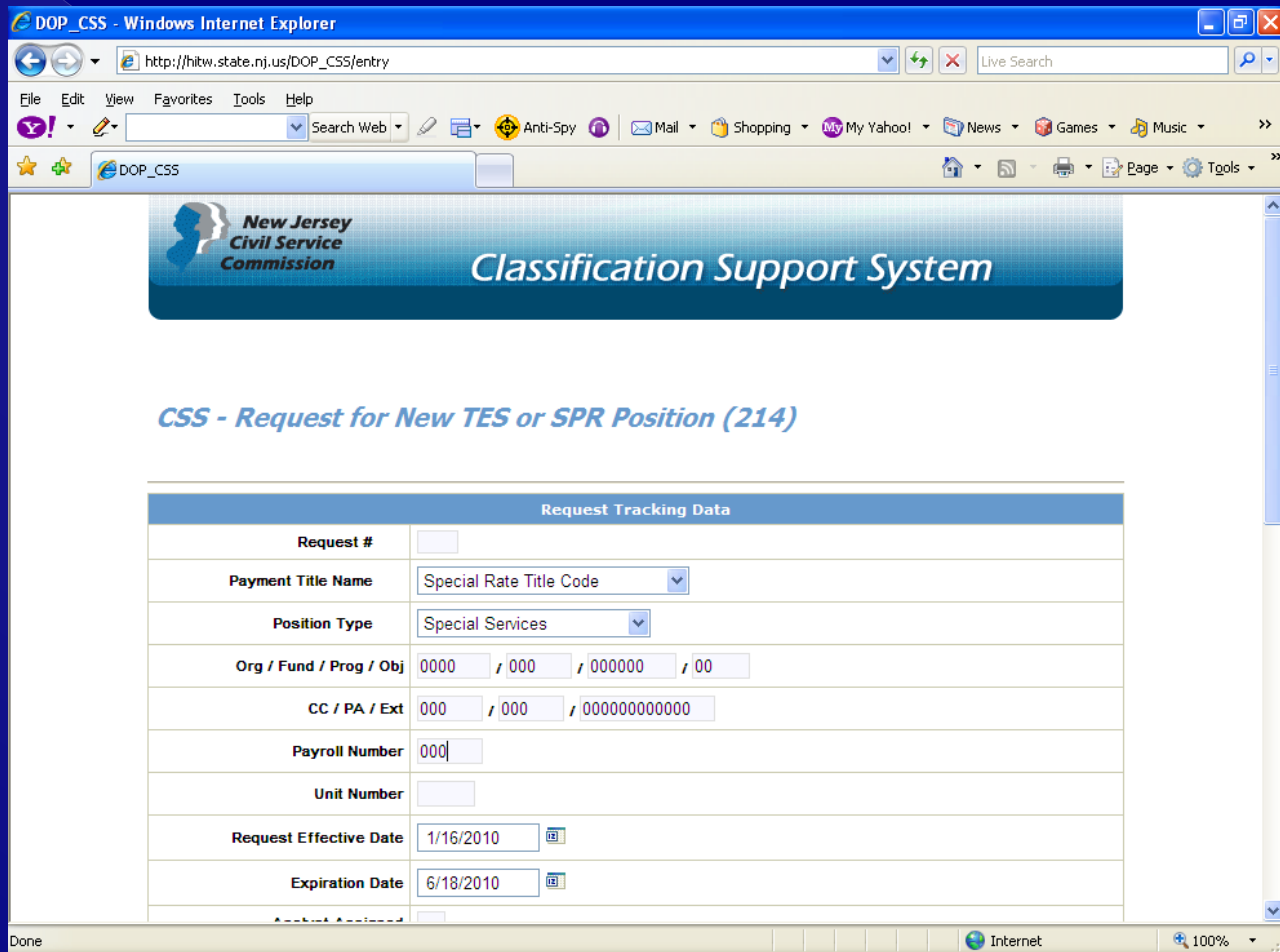
# Distinguishing Characteristics in CSS of a Special Project Rate Position

- SPR positions **all** have the Payment Title name Special Project Rate (Q88-98982)
- When establishing an SPR position or adding to it in CSS Online, the AA enters employee's SSN instead of functional title code.



# Distinguishing Characteristics in CSS Online of a Special Project Rate Position

SPR positions *all* have the Payment Title name Special Project Rate (Q88-98982)



The screenshot shows a web browser window titled "DOP\_CSS - Windows Internet Explorer" with the address bar displaying "http://hitw.state.nj.us/DOP\_CSS/entry". The page header features the New Jersey Civil Service Commission logo and the text "Classification Support System". Below the header, the page title is "CSS - Request for New TES or SPR Position (214)". The main content area contains a form titled "Request Tracking Data" with the following fields:

Request Tracking Data	
Request #	<input type="text"/>
Payment Title Name	Special Rate Title Code <input type="button" value="v"/>
Position Type	Special Services <input type="button" value="v"/>
Org / Fund / Prog / Obj	0000 / 000 / 0000000 / 00
CC / PA / Ext	000 / 000 / 0000000000000
Payroll Number	000 <input type="text"/>
Unit Number	<input type="text"/>
Request Effective Date	1/16/2010 <input type="button" value="c"/>
Expiration Date	6/18/2010 <input type="button" value="c"/>
AA	<input type="text"/>

When establishing an SPR position or adding to it in CSS Online, the AA enters employee's SSN instead of functional title code.



*CSS - Add TES Functional Title or SPR Employee (221)*

Request Tracking Data	
Request #	<input type="text"/>
Position Number	804534
Payment Title Name	SPCL PRJCT RATE
Position Type	SPECIAL SERVICES
Org / Fund / Prog / Obj	3310 / 100 / 010000 / 12
CC / PA / Ext	202 / 000 / <input type="text"/>
Payroll Number	230
Unit Number	2
Request Effective Date	12/20/1985
Expiration Date	6/30/2010
Analyst Assigned	<input type="text"/>

Position Data	
SOF Org / Fund / Prog / Obj	3310 / 100 / 10000 / 12
CC/PA/Ext	202 / 000 / <input type="text"/>
Approp Funds Amount	12000
Lump Sum Amount	12000
Transfer Debit/Credit Amount	<input type="text"/>
Vacant Position #	0 0 0
Salary Range Hourly	From 10.00 To 80.00
Salary Range Per Diem	From <input type="text"/> To <input type="text"/>
YTD Expended	<input type="text"/>

YTD Expended

**DOP Comments**

**AA Comments**

**Functional Title**

Functional Title Code	Functional Title Name	SSN	Rate Type	Rate
<input type="text"/>	<input type="text"/>	999 - 99 - 9999	Hourly <input type="button" value="v"/>	14.65

**Title Comments**

Final AA Approval

Validate

# Q & A