

SUBJECT: Pay Practices	NUMBER: 20.005.10
DIVISION: Human Resource Services Division	EFFECTIVE DATE: 10/09/07

APPROVED: Signature on file with Human Resource Services Division

POLICY STATEMENT: The state of Oregon, through the establishment of the Department of Administrative Services, Human Resource Services Division policies or via policies approved by the Division or subject to audit, shall provide for the equitable and consistent administration of pay. Agency Appointing Authorities shall ensure that the policy standards for administration of pay are met.

AUTHORITY: ORS 240.145; 240.190; 240.235; 240.240; 240.245; 240.250; 240.395; 240.430

APPLICABILITY: Classified unrepresented, management service, unclassified executive service, unclassified excluded and unclassified unrepresented employees

ATTACHMENTS: None

DEFINITIONS: See HRSD State Policy 10.000.01, Definitions; and OAR 105-010-0000

POLICY:

(1) The state of Oregon, through the establishment of the Department of Administrative Services, Human Resource Services Division policies or via policies approved by the Division or subject to audit, shall provide for the equitable and consistent administration of pay. Agency Appointing Authorities shall ensure that the policy standards for administration of pay are met.

(a) **Pay Administration**

(A) **Classification Changes**

(i) For information on administration of pay on classification change, refer to HRSD State Policy 30.005.01, Effect of Position Classification Change on Incumbents.

(B) **Demotion (voluntary or involuntary)**

(i) At the time of a demotion the appointing authority shall reduce the rate of pay to be within the established range of the new classification if above the maximum rate. The current rate shall be retained if within the established range for the new classification. If retaining the employee's current salary rate places them off-step in the new salary range, the employee's salary rate shall be increased at least one full step to a step in the new salary range on the next salary eligibility date (SED). The one step increase given on the employee's SED shall not exceed the top step of the new salary range. The salary eligibility date is generally retained unless the employee is at the maximum of the new salary range.

(C) General Wage Adjustment

- (i) **General Increase** - When a general wage adjustment (general increase) is approved and implemented to the state's compensation plan, agencies shall retain an employee at the same step or position in the salary range. Salary eligibility dates are generally retained.
- (ii) **General compensation plan adjustment** - When a general compensation plan (salary structure) adjustment is approved and implemented to the state's compensation plan with no accompanying general wage adjustment, agencies shall retain an affected employee at the existing salary with no increase unless the employee's current salary rate is below the first step of the new salary range, in which case the employee's salary rate shall be placed at the first step of the new salary range. Salary eligibility dates are generally retained. (General compensation plan adjustments may occur due to classification studies, pay re-evaluations, selective salary adjustments, etc.)

(D) Lump Sum Payments

- (i) Lump sum payments may be given at the time of hiring, promotion or lateral transfer where there is a difficult recruitment situation and the payment is needed in order to fill the position with Division approval. All lump sum payments for agency heads shall be approved by the Division.
- (ii) Normally, lump sum payments are appropriate for higher level or specialized positions where recruitment difficulties are due to:
 - (a) a significantly below-market salary range for a specific classification, where it is impossible to change the salary range on a timely basis;
 - (b) a position in a generic classification (e.g., Principal/Executive Manager) being extremely sensitive to market pay fluctuations;
 - (c) the nature of the assignment (e.g., added expectations and workload for a short to medium period of time) makes the position especially unattractive to potential candidates.
- (iii) Lump sum payments shall be given judiciously and only under appropriate circumstances. Documentation of the specifics of the payment shall be retained in the recruitment file and personnel file. Documentation shall include prior written approval of the appointing authority and the Division.
- (iv) For the calculation of overtime, the lump sum payment is combined with the base pay. Use the total amount in the calculation of overtime for the month the lump sum payment was received.

(E) New Hire

- (i) The normal hiring rate is the bottom half of the salary range. The bottom half of the salary range for the standard nine step salary range is steps one through four. The bottom half of truncated four step salary ranges is the first two steps in the range, whether they are steps one and two or steps five and six. For instances where the number of steps in a range is an odd number, the bottom half of the range would be those below the midpoint of the range.
- (ii) The appointing authority may authorize payment above that rate when recruitment difficulty, exceptional qualifications of the applicant, or other appropriate circumstances exists. The salary eligibility date is generally one year from the date of hire.

(F) Promotion

- (i) Upon promotion, a salary increase is normally given. The salary increase is generally to the next higher rate (step) within the new higher salary range. The appointing authority may authorize promotional increases of a greater amount within the range if warranted because of recruitment or retention problems, exceptional qualifications of the promoted employee, or other appropriate circumstances. A new salary eligibility date is generally six months from the date of promotion.

(G) Reemployment

- (i) When a person is reemployed as per OAR 105-040-0080, Reemployment, whether by direct appointment or selection from an open-competitive eligible list, the appointing authority may establish the salary at or below the rate that was paid at the time of separation. The appointing authority may authorize payment above that rate, up to the maximum rate in the salary range, when recruitment difficulty, exceptional qualifications of the applicant, or other appropriate circumstances exists. The salary eligibility date is established at a date no earlier than it would have been if the employee had not left state service, and no later than 12 months following reemployment.

(H) Restoration

- (i) Upon restoration under HRSD State Policy 50.030.01, Restoration of Removed Management Service Employees, and HRSD State Policy 50.030.05, Restoration of Terminated Unclassified and Exempt Service Employees, the employee is returned to the same step at which employee would have been, taking into account annual merit increases, had the employee never left his/her prior restored classification. The former salary eligibility date is restored.

(I) Return from Layoff

- (i) Upon return from layoff to the same classification, normally the employee retains the same step in the salary range that was paid at the time of layoff. Upon return from layoff to a different classification, normally the employee retains the same salary rate that was paid at the time of layoff, not to exceed the maximum step in the new salary range. The former salary eligibility date is generally restored, adjusted for break in service.

(J) Transfer

- (i) At the time of a lateral transfer, the employee's salary rate is normally retained. The appointing authority may authorize a special salary adjustment to the next higher salary rate if there is not a corresponding salary rate in the new classification's salary range, however, the employee's salary may not exceed the maximum rate in the salary range. The salary eligibility date is generally retained.

(K) Trial Service Removal

- (i) Upon removal from trial service, an employee who is returned to his/her former classified unrepresented or management service position shall be restored to the step in the salary range which he/she held in that position prior to promoting, demoting or laterally transferring. The former salary eligibility date is restored.

(L) Underfill

- (i) When an employee is selected to fill a position at a higher level classification, as an underfill, the initial appointment will be processed as a new hire, promotion, demotion, transfer or other appropriate action (see E, F, B, J or other appropriate section above for pay information based on the action taken.) At the time the employee meets the minimum qualifications of the position classification, the employee shall be reclassified (see HRSD State Policy 30.005.01, Effect of Position Classification Change on Incumbent for pay information based on the appropriate action.)

(M) Work-out-of-class (WOC)

(i) A work-out-of-class (WOC) assignment is generally for a period of 10 consecutive calendar days or more. Payment for WOC is a dollar amount that is paid in addition to an employee's base rate of pay.

(a) Pay for WOC is determined as follows:

(i) For assignment of duties at a higher level classification for a limited period of time (not pending reclassification) the WOC pay shall be the greater of:

(1) five percent (5%) of the employee's base rate of pay; or

(2) the difference between the employee's base rate of pay and the first step of the higher (WOC) classification's salary range.

(ii) For the assignment of duties to a higher level classification which is pending approval of a reclassification, pay shall be equivalent to one of the steps in the higher (WOC) classification's salary range. Appropriate WOC pay shall be the greater of:

(1) the difference between the employee's base rate of pay and the first step of the higher (WOC) classification's salary range; or

(2) the difference between the employee's base rate of pay and the next higher rate of pay in the higher (WOC) classification's salary range.

(iii) If the appropriate WOC pay as determined in (ii) above is less than a 2.5% increase above the employee's base rate of pay, the agency may use the next higher rate of pay in the higher classification's salary range to calculate WOC pay.

(iv) WOC differentials exceeding this standard should be applied only in exceptional cases and the reasons for the exception must be documented.

(b) The agency HR representative should affirm:

(i) the assignment qualifies for WOC before payment is made by verifying that the assigned duties support the higher-level classification and then documenting the decision. (see section (d) below for documentation requirements)

(c) The employee should meet the minimum qualification for the higher-level (WOC) classification.

(d) When WOC has been deemed appropriate, the following documentation shall be maintained to support the decision:

(i) Written notice of assignment informing the employee of WOC classification title, dates of assignment, monthly differential amount and reason for the assignment; and

(ii) Position description and/or written description of WOC duties signed by supervisor and appointing authority depending on reason for assignment.

(a) Assignment of Higher Level Duties for a limited period of time:

(i) Backfilling behind an employee on leave/rotation/etc.: retain a copy of the WOC position description signed by the supervisor and the appointing authority.

- (ii) Assignment of additional duties at a higher level classification: A current position description supporting the employee's base classification and a description of the assigned higher level duties signed by the supervisor and the appointing authority.
- (b) Pending Reclassification: An updated position description signed by the employee, supervisor and the appointing authority and a written classification analysis.
- (e) Employees in positions pending reallocation, in an underfill status or on developmental assignments do not qualify for WOC based on that situation/assignment alone.
- (f) Standards for the duration of WOC are as follows:
 - (i) Generally, WOC assignments will be for 12 months or less.
 - (ii) Generally, WOC assignment should not go beyond the budget cycle within which it was initiated. For a WOC assignment pending reclassification of the position or resolution of budget issues, the maximum duration is 24 months. The agency shall document any WOC assignment that exceeds these standards.
 - (iii) For a WOC assignment involving project work or other specific assignments with a clear and finite ending date, the standard duration is the identified ending date. Assignments that are expected to exceed these standards should be evaluated for alternatives to WOC.

(b) Pay Differentials

- (A) The various pay differentials available to unclassified executive service, management service, and classified and unclassified unrepresented employees are an addendum to and are part of this pay practices policy regarding their administration.
- (B) Pay decisions outside the policy standards, where permitted, shall be documented in writing.

(1)	Performance Measure:	Percent of pay decisions consistent with pay policies.
	Performance Standard:	100%
(2)	Performance Measure:	Percent of pay decisions set forth and maintained in writing.
	Performance Standard:	100%
(3)	Performance Measure:	Percent of lump sum payments granted with prior approval and documentation is retained in the recruitment file.
	Performance Standard:	100%
(4)	Performance Measure:	Percent of employees receiving WOC pay within the standards.
	Performance Standard:	100%

PAY DIFFERENTIALS**(1) Actuary Designation Differential**

- (a) Applies to employees in the classification of Actuary (1190) in unclassified/executive service and management service who are (1) designated "Associate" in the Society of Actuaries or the Casualty Actuarial Society or are (2) admitted as Fellow in the Society of Actuaries or in the Casualty Actuarial Society, or admitted to the American Academy of Actuaries.
- (A) The differential for (1) Associates in the Society of Actuaries or the Casualty Actuarial Society shall be 10% of base pay.
- (B) The differential for (2) Fellow in the Society of Actuaries or in the Casualty Actuarial Society, or admitted to the American Academy of Actuaries shall be 32% of base pay.

(2) Bilingual Skills Differential

- (a) Applies to all employees who are required to use their bilingual skills in the performance of their assigned duties. Bilingual skills mean translation to and from English to, or interpretation of, another language or the use of sign language. The interpretation and translation skills must be assigned by the employee's supervisor and contained in an employee's individual position description.
- (A) The differential shall be 5% of base pay.

(3) Board Certification Differentials**(a) Supervising Dentists in Unclassified Excluded Service**

- (A) Applies to Supervising Dentists (Z7511, Z7512) who are Board Certified in specialties and/or who have special permits as required by the agency.
- (B) The differential shall be \$115.00 per month.

(b) Physicians in Unclassified Excluded and Executive Service

- (A) Applies to Supervising Physician (Z7518), [Public Health Physician 1 \(Z7571\)](#) and [Public Health Physician 2 \(Z7572\)](#), PEM I (Z7016) acting as Chief Medical Officer at a DHS Institution, PEMJ (Z7018) acting as Chief Medical Officer at a DHS Institution, PEMJ (Z7018) in Public Health as Administrator, PEMJ (Z7018) in Public Health as Public Health Director, and Sr. Medical Consultant (Z7539) at DHS, who are Board Certified.
- (B) For the first Board certification in one specialty, the differential shall be 7.5% of base pay. For two or more Board certification specialties the differential shall be 10% of base pay.

(c) Physician Specialist

- (A) Applies to Physician Specialist (Z7517) in unclassified excluded service at the Oregon Youth Authority who are Board Certified Psychiatrists.
- (B) The differential shall be a maximum of 7.5% of base pay for one or more board certifications.

(4) Board/Commission Chair Differential

- (a) Applies to the position that is acting as Chair of:
 - (A) Land Use Board of Appeals; or
 - (B) Public Utility Commission
 - (i) The differential shall be 5% of base pay.

(5) Change in Reporting Time Differential

- (a) Applies to classified unrepresented employees at Department of Transportation at salary range 19 and below (except for unrepresented temporary, part-time and permanent employees working flexible shifts) whose scheduled time to report for work is changed without giving the employee 24 hours advance notice.
 - (A) The differential for a shift change of 2 hours or less shall be a one-time payment of \$14; for a shift change of more than 2 hours it shall be a one-time payment of \$21.

(6) Chaplain Housing Allowance Provision

- (a) Applies to full-time Chaplains, who shall report annually to the Superintendent of the employing agency the exact amount being claimed under Section 107 of the Internal Revenue Code of 1954 as housing.
 - (A) The allowance shall be 35% of monthly salary.

(7) Divers Differential

- (a) Applies to employees with current certification for use of the described equipment. The work assignment shall require use of self-contained underwater breathing apparatus or other sustained underwater diving equipment.
 - (A) The differential shall be \$5.00 per hour, or any fraction thereof, for actual diving time.

(8) DMV Inmate Work Assignment Differential

- (a) Applies to Driver and Motor Vehicle Division employees assigned to work directly with inmates inside the security fences at the Coffee Creek Correctional Facility.
 - (A) The differential shall be 5% of base pay.

(9) DOJ Support Services Supervisor Differential

- (a) Applies to employees at Department of Justice in Support Services Supervisor 1 (X0112) positions who supervise one or more Legal Secretary (C0110) positions.
 - (A) The differential shall be 5% of base pay.

(10) DPSST Certification Differential

- (a) Applies to Department of Correction employees in Correctional Lieutenant (X6779), Correctional Captain (X6780) and Security Manager (PEMs as determined by DOC) positions.
 - (A) For obtaining an Intermediate DPSST Certificate, the differential shall be 3% of base pay.
 - (B) For obtaining an Advanced DPSST Certificate, the differential shall be 6% of base pay.

(11) Education Differential

- (a) Applies to employees in positions of Mental Health Supervising Registered Nurse (X6209), Nurse Manager (X6241) and PEMs in Nurse Management at DHS, as determined by the agency.
 - (A) The differential shall be not more than 4.75% of base pay for a relevant Baccalaureate Degree and not more than 9.5% of base pay for a relevant Masters Degree.

(12) Electrician-Related Differentials

- (a) Applies to employees in the Maintenance and Operations Supervisor (X4046) classification.
 - (A) For employees who are required to possess a Limited Maintenance Electrician License and the requirement to possess such a license is assigned in writing and authorized and signed by the Appointing Authority, the differential shall be 5% of the base pay.

(13) Flight Duty Differential

- (a) Applies to non-pilot employees in management service at the Oregon Department of Forestry whose work assignments involve flying grid patterns or low altitude spotting from light fixed-wing aircraft or helicopters. Pilots and/or employees that are being transported to a job site, normal courier duties, point-to-point travel or similar circumstances shall not qualify for this differential.
 - (A) The differential shall be \$.40 per hour for actual air time.

(14) Geographic Area Pay Differential

- (a) Applies to all permanent, non-resident employees whose regular work location is outside the State of Oregon. This differential may be paid only with the approval of the Director of the Department of Administrative Services. An employee is not entitled to per diem expense in lieu of the differential.
 - (A) The differential shall not exceed 25% of base pay.

(15) High Work Differential

- (a) Applies when an employee is required to perform work more than 20 feet directly above the ground or water and the use of safety ropes, scaffolds or other similar safety device is required for support.
 - (A) The differential shall be \$.75 per hour or any fraction thereof for the actual high work time.

(16) Incident Response Assignment Pay

- (a) Applies to FLSA-exempt management employees at the Department of Forestry who work extra hours under emergency situations. The employee must be relieved of their regular duties and assigned to participate as a member of an Incident Response Team/Emergency Fire Control.
 - (A) The assignment pay shall be at time and one-half of an employee's base rate for actual hours worked that exceed 40 hours in a designated work week.

(17) Information Systems Team Leader Differential

- (a) Applies to Information Systems Specialist 1 through 8 (Classifications 1481-1488) employees who are formally assigned in writing to perform team leader duties. Specific provisions are as follows:

- (A) The employee must lead a team of employees and perform substantially all of the following duties under supervisory direction. An employee is not eligible for the differential while on a voluntary developmental training assignment.
- (B) Plan the short and long term needs of the team, (technology to be used, user requirements, resources required, training needs, methods to accomplish the work, multiple project timelines and competing priorities).
- (C) Establish and coordinate multiple interrelated project schedules for all projects on which the team is working.
- (D) Work directly with multiple users to identify broad user needs and requested timelines.
- (E) Provide technical/operational guidance to contractors and monitor quality assurance.
- (F) Develop technical standards and monitor team member's work for compliance.
- (G) Perform leadwork duties on a recurring daily basis as described in this policy.
 - (i) The differential shall be 10% of base pay.

(18) Leadwork Differential

- (a) Applies to all employees assigned by their supervisor to perform "leadwork" duties for 10 or more consecutive calendar days provided that a) leadwork duties are not included in the classification specification for the employee's position and b) the employee's position has not been classified as management service-supervisory. Leadwork duties must be assigned in writing and authorized and signed by the Appointing Authority. Leadwork occurs when an employee is assigned all of the following duties by management: (1) Prioritize and assign tasks to efficiently complete work; (2) give direction to workers concerning work procedures and performance standards; (3) review the completeness, accuracy, quality and quantity of work; and (4) provide informal feedback of employee performance to the supervisor. For the definition of leadwork, see HRSD State Policy 10.000.01, Definitions.
 - (A) The differential shall be 5% of base salary for the full period of the assignment. Payment is computed at the hourly equivalent of the adjusted base for holiday premium and does not result in "compounding" of pay.
 - (b) Leadwork differential does not apply to assignments made for development purposes, mutually agreed to between the supervisor and the employee.

(19) Mental Health Direct Care Differential

- (a) Applies to Mental Health Supervising Registered Nurses (X6209) when assigned to perform the direct care duties of a Mental Health Registered Nurse (C6208).
 - (A) The differential shall be the regular straight time rate (in addition to regular base pay.)

(20) On Call Duty Differential

- (a) Applies to all FLSA non-exempt employees, FLSA exempt fish hatchery managers at Oregon Department of Fish and Wildlife (ODFW) in the classifications of Fish and Wildlife Manager 1 and 2 (X8327, X8328), Supervising Registered Nurse (X6240) who are eligible for overtime compensation, and Mental Health Supervising Registered Nurse (X6209) at EOTC, EOPC, and OSH who are eligible for overtime compensation. To be eligible, an employee shall be required to be available for work outside her/his regular working hours. Additionally an employee shall not be subject to restrictions which would prevent the employee from using the time effectively for her/his own use. On call time shall not be counted as time worked in the computation of overtime hours worked but on call pay shall be included in the calculation of the overtime pay rate.

(A) The differential shall be:

- (i) For all FLSA non-exempt employee, one hour's pay at the regular straight time rate for each 6 hours of assigned on call duty. Employees assigned on call duty for less than 6 hours shall be compensated on a prorated basis.
- (ii) For all FLSA exempt fish hatchery managers in the classifications of Fish and Wildlife Manager 1 and 2 at ODFW, one hour of pay or leave for each six (6) hours of assigned on call duty. The one hour rate of pay shall be at the regular straight time rate and the leave will be on an hour-for-hour basis.
- (iii) For Supervising Registered Nurses (X6240) eligible for overtime, \$10 per 8-hour shift or \$12 per 8-hour shift on a day recognized as a holiday.
- (iv) For Mental Health Supervising Registered Nurses (X6209) at EOTC, EOPC, and OSH who are eligible for overtime pay, \$12 per 8-hour shift or \$14 per 8-hour shift on a holiday. The differential pay shall be in addition to the appropriate rate of pay for any time actually worked.

(21) Professional Surveyor's License Differential

- (a) Applies to employees at Department of Forestry in Forest Unit Supervisor 2 (X8232) positions who: possess a current Oregon Professional Surveyor's License, and are designated in writing on the position description by the Department of Forestry to perform Professional Surveyor duties.

(A) The differential shall be 5% of base pay.

(22) Psychiatric Work Differential

- (a) Applies to unclassified/executive service positions of Supervising Physician (Z7518), PEM I (Z7016), or PEMJ (Z7018) acting as Chief Medical Officer within a DHS Institution, and Physician Specialist (Z7517) at Oregon Youth Authority whose position includes the performance of psychiatric duties; and, positions in PEM I (Z7016) acting as an Administrator, DHS Office of Mental Health and Addition Services.

(A) The differential shall be \$10,000 annually.

(23) Sales Commission Payment

- (a) Applies to classified unrepresented employees at Department of Geology and Mineral Industries who sell materials in the DOGAMI distribution outlets.

(A) The commission payment shall be up to 5% of sales.

(24) School Activities Differentials

- (a) Applies to unclassified Supervising Teacher: Special Schools (Z7544, Z7547) who perform extra duties that are school related activities authorized in writing by the Employer which extend beyond a normal school day. Each teacher assigned to one of these activities shall be paid a percentage of the annual salary in the Bachelor degree column step "1" using the following percentages.

- (A) Freshman Class Advisor 5.78%
- (B) Sophomore Class Advisor 5.78%
- (C) Junior Class Advisor 5.78%
- (D) Senior Class Advisor 5.78%
- (E) Drama 5.78%

- (F) Rally Squad 7.5%
- (G) Co-editor (Newspaper) 4.45%
- (H) Year Book 4.00%
- (I) Recreation Director 10.00%
- (J) Athletic Director 6.69%
- (K) Football or Basketball Coach 7.50%
- (L) Football, Basketball Assistant Coach 5.28%
- (M) Softball, Track, Volleyball, Wrestling or Baseball Coach 7.50%
- (N) Assistant Coach (Softball, Track, Volleyball, Baseball) 5.28%

(25) Shift Differential

- (a) Applies to employees in SR 22 or below, plus (X6779) Correctional Lieutenant and (C1483) Information Systems Specialist (ISS) 3. Part-time employees who work less than 32 hours per month and unrepresented temporary employees are not eligible for shift differential. Shift differential is paid on a hourly basis for each hour or major portion thereof (30 minutes or more) worked between 6:00 p.m. and 6:00 a.m. or on Saturday or Sunday. It is not applied to base rates in the computation of payments for paid time off such as vacation and sick leave. For the computation of FLSA required overtime, shift differential shall be added to base rate during the pay period when overtime is worked. For computation of any premium pay at time and one-half the regular rate of pay, shift differential is not added to the base rate. The agency is not obligated to pay shift differential when employees request an alternate work schedule to make up hours not worked during the established work week.

(A) The differential shall be \$.75 per hour.

- (b) Applies to employees in the classifications of Production Supervisor (X2443) and Printing Production Coordinator (X2475). Shift differential is paid on an hourly basis for each hour worked between 3:00 p.m. and 3:00 a.m. If four hours or more of the shift falls within the hours of 3:00 p.m. and 3:00 a.m., the differential applies to the entire shift.

(A) The differential shall be \$.75 per hour.

- (c) Applies to Supervising Registered Nurse (X6240) at Oregon Youth Authority. Employees are eligible when their full 8-hour or regular work week shift starts on or after 2:00 p.m. and on or before 2:00 a.m. The differential applies to all hours worked during that shift. Employees are eligible when their full irregular work week shift starts on or after 1:00 p.m. and on or before 2:00 a.m. The differential applies to all hours worked during that shift. Employees working a split shift, and either portion of the split shift starts on or after 2:00 p.m., and on or before 2:00 a.m., are eligible for the differential for the hours actually worked during that portion of the split shift.

(A) The differential shall be \$1.85 per hour.

- (d) Applies to Mental Health Supervising RN (X6209) and Nurse Managers (X6241) in DHS. Employees are eligible when at least one-half (1/2) of the scheduled shift hours fall between 6:00 p.m. and 12:00 midnight for evening shift, and 12:00 midnight and 6:00 a.m. for night shift. Shift differential shall apply to all hours worked during the shift. Shift differential shall only be applied to base rates.

(A) The differential rates shall be \$1.85 per hour for Evening Shift and \$2.25 per hour for Night Shift.

(26) Standby Duty Differential

- (a) Applies to FLSA non-exempt employees when required to be available for work outside normal working hours, and subject to restrictions consistent with the FLSA which prevent the employee from using the time while on standby duty effectively for the employee's own purposes.

(A) Compensation for standby duty shall be at the employee's straight time rate of pay. Overtime hours on standby shall be at the appropriate overtime pay rate.

(27) Tactical Emergency Response Team (TERT) Differential

(a) Applies to Department of Corrections employees in Correctional Lieutenant (X6779) and Correctional Captain (X6780) assigned to the Tactical Emergency Response Team.

(A) The differential shall be 2% of monthly base pay.
