



DEPARTMENT OF CORRECTIONS
Human Resources



Title:	Pay Differentials	DOC Policy: 20.2.3
Effective:	5/15/06	Supercedes: 6/9/03
Applicability:	Management service, unclassified executive service, classified unrepresented and unclassified unrepresented employees. Refer to applicable collective bargaining agreement for represented employees.	
Directives Cross-Reference: State Policy 20.005.01		
Attachments: None		

***NOTE:** This policy was adopted from Department of Administrative Services state policy, and therefore follows state policy formatting.*

I. PURPOSE

To give supervisors the pay standards, department policy parameters and requirements for the equitable and consistent administration of pay differentials for eligible employees. This policy is a continuation of DOC Policy 20.2.2, Pay Practices.

(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.

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 Service Physician (Z7540), 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) 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.

(5) 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.

(6) Corrections (Dept. of) Management Equity Differential

- (a) The Department of Corrections may apply an equity differential to management service employees in the classifications of Correctional Lieutenants (X6779) and Correctional Captains (X6780) as follows:

Correctional Lieutenants:

Correctional Lieutenants (X6779) who supervise positions in the Correctional Sergeant (C6777) classification may receive the same salary rate of pay as the corresponding step in the Correctional Sergeant classification salary range plus 5%. To determine the appropriate rate, find the step in the salary range of the bargaining unit compensation plan of the Correctional Sergeant classification that they supervise. The salary range will be notated with an abbreviated representation (REPR) code. If they supervise positions in more than one bargaining unit, use the corresponding step in the represented salary range with the highest rate of pay. The differential amount is determined using the computation method provided in Example 1.

Example 1: Correctional Lieutenant Abrams supervises positions in the Correctional Sergeant classification. Lieutenant Abrams is paid at step 3 (\$3009). Lieutenant Abrams supervises Correctional Sergeants with the "CS" REPR code. The pay rate at step 3 of the "CS" REPR code salary range of the Sergeant classification is \$3202.

Calculation:

Sergeant rate at corresponding step	\$3202
Multiplied by 1.05	x 1.05
Minus Lieutenant base rate	- \$3009
Equals equity differential amount	\$ 353

Lieutenant Abram may receive an equity differential in the amount of \$353 per month.

Correctional Captains:

Correctional Captains (X6780), who supervise Correctional Lieutenants (X6779) who are receiving an equity differential, may receive the same salary rate of pay as the corresponding step in the Correctional Lieutenant classification salary range including the equity differential (see Example 1 on how to calculate the equity differential the Lieutenant would be receiving) plus 5%. The differential amount is determined using the computation method provided in Example 2 below.

Example 2: Correctional Captain Williams supervises positions in the Correctional Lieutenant classification that are receiving an equity differential. The Captain is paid at step 6 (\$3720). The Lieutenant classification rate of pay at step 6 is \$3484 plus an equity differential of \$366 (calculated using the formula in Example 1) plus 5%.

Calculation:

Lieutenant rate at corresponding step (\$3483 + equity differential \$366 =)	\$3850
Multiplied by 1.05	x 1.05
Minus employee bases rate	<u>- \$3720</u>
Equals differential amount	\$ 323

Captain Williams may receive an equity differential in the amount of \$323 per month.

(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) Insurance Examination Travel Differential

- (a) Applies to Supervising Insurance Examiners (X5745) when out-of-state for fifteen (15) consecutive work days or more while performing insurance examination functions. The time shall be differentiated from routine travel, conferences, training or similar ancillary travel.

- (A) The travel differential shall be 10% of base pay.

(19) Leadwork Differential

- (a) Applies to all employees assigned by their supervisor to perform "leadwork" duties for 10 or more consecutive calendar days provided that leadwork/supervisory duties

are not included in the classification specification for the employee's position. 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.

(20) 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.)

(21) On Call Duty Differential

(a) Applies to all FLSA non-exempt employees, FLSA exempt fish hatchery managers at Oregon Department of Fish and Wildlife 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 employees and FLSA exempt fish hatchery managers in the classifications of Fish and Wildlife Manager 1 and 2 at ODFW, 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 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.

- (iii) 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.

(22) 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.

(23) 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.

(24) Public Utility Commissioner Chair Differential

- (a) Applies to the position that is acting as Chair of the Public Utility Commission.

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

(25) 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 differential shall be up to 5% of sales.

(26) 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) Junior Class Advisor 2.78%
- (B) Senior Class Advisor 5.78%
- (C) Music 5.70%
- (D) Drama 5.78%

- (E) Scouts 5.00%
- (F) Rally Squad 4.45%
- (G) Co-editor (Newspaper) 4.45%
- (H) Drill Team 4.00%
- (I) Year Book 4.00%
- (J) Recreation Director 10.00%
- (K) Athletic Director 6.69%
- (L) Football or Basketball Coach 7.50%
- (M) Football, Basketball Assistant Coach 5.28%
- (N) Softball, Track, Volleyball, Wrestling or Baseball Coach 6.69%
- (O) Assistant Coach (Softball, Track, Volleyball, Baseball) 5.00%

(27) 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 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 \$.50 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 \$.42 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 \$.53 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 \$1.00 per hour for Evening Shift and \$1.75 per hour for Night Shift.

(28) 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..

(29) 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.

II. IMPLEMENTATION

This policy will be adopted immediately without further modification.