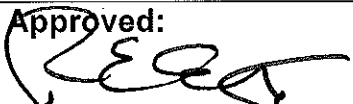




OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Pay Differentials	HR_420_03
Supersedes:	HR_420_03, dated August 1, 2009	
Applicability:	Management service and executive service employees. Refer to labor agreement for classified represented employees.	
Reference:	State Policy 20.005.10	
Effective Date:	November 1, 2010	Approved: 

I. PURPOSE

To establish pay standards, department policy parameters, and requirements for the equitable and consistent administration of pay differentials for eligible employees.

II. POLICY

It is the policy of the Department of Fish and Wildlife to administer special pay differentials to eligible employees in accordance with state policy.

A. Shift Differential

1. Applies to employees in SR 22 or below, excluding temporary employees and part-time employees working less than 32 hours per month.
2. Shift differential is paid on an 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 or 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. Shift differential is not paid when an employee requests an alternate work schedule to make up hours not worked during an established workweek.
3. Shift differential is at the rate of \$0.75 per hour.

B. Standby Duty Differential

1. 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.
2. 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.

C. On Call Duty Differential

1. Applies to all FLSA non-exempt employees and FLSA exempt fish hatchery managers at Oregon Department of Fish and Wildlife in the classifications of Fish and Wildlife Supervisor (X8343) and Fish and Wildlife Manager 1 (X8344). 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. (Note: The official workweek for hatchery managers is the same workweek as that of all hatchery employees -- Saturday through the following Friday).
2. The differential shall be one (1) hour of pay or leave (as determined by the director) for each six (6) hours of assigned on call duty. The one (1) hour rate of pay shall be at the regular straight time rate and the leave is on a one (1) hour for six (6) hour basis. Employees assigned on-call duty for less than six (6) hours shall be compensated on a prorated basis.

D. Bilingual Skills Differential

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

E. Divers Differential

1. 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.
2. The differential shall be \$5.00 per hour, or any fraction thereof, for actual diving time.

F. Leadwork Differential

1. 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.
2. Leadwork duties must be assigned in writing and signed by the Human Resources Analyst.

3. Leadwork occurs when an employee is assigned all of the following duties by management:
 - a. prioritize and assign tasks to efficiently complete work;
 - b. give direction to workers concerning work procedures and performance standards;
 - c. review the completeness, accuracy, quality and quantity of work; and
 - d. provide informal feedback of employee performance to the supervisor.
4. 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."
5. Leadwork differential does not apply to assignments made for development purposes, mutually agreed to between the supervisor and the employee.

