

Human Resources Memorandum

SUBJECT: Canine, Education & Geographic Pay Differentials	NUMBER: HR 15-030
	DATE ISSUED: 10/16/15
DISTRIBUTION: Bargaining Unit 7	EXPIRES: NA

This memorandum provides eligibility criteria and procedures to implement Canine, Education, and Geographic pay differentials for law enforcement employees in the California Department of Fish and Wildlife (CDFW).

Canine Pay Differential

Employees in the classification of Fish and Game Warden (Class Code 8421), who are assigned to canine duty on a regular basis and canine duty constitutes the main assignment occupying a minimum of 50% of the employee's time, are eligible for canine pay differential at the rate of \$189 per pay period. To receive this pay differential, employees must also possess a current Canine Handler Certificate issued by the CDFW and continue to meet the program standards upon which the certification was issued.

Subject to prior approval from their supervisor, employees performing canine duty may also receive overtime compensation for transporting the canine to and from an animal hospital or veterinarian for medical care if the transport cannot be done during the officer's regularly assigned hours.

Education Pay Differential

Employees in the following classifications are eligible to receive the education pay differential:

Eligible Class Title	Class Code	Rate of Pay
Fish & Game Warden	8421	\$50 (Associate Degree or Intermediate POST Certificate)
Fish and Game Warden Pilot	8410	
Fish & Game Lieutenant (Specialist)	8005	Or \$100 (Bachelor Degree or Advanced POST Certificate)
Fish & Game Patrol Lieutenant (Supervisor)	8418	
Fish & Game Senior Warden-Pilot	8407	

Employees in the above classifications, who possess an Associate Degree or Intermediate POST Certificate, shall be eligible to receive an additional \$50 per month and employees who possess a Bachelor Degree or Advanced POST Certificate, shall

be eligible to receive an additional \$100 per month upon approval of the CDFW. However, the eligibility criteria may not be combined and rates are not cumulative. When an employee meets two of the criteria, he/she shall be eligible for only one rate of pay, but not both. The degrees must be obtained from an accredited college or university. Employees who submit proof of attainment of the degree or POST certificate, shall begin receiving the Educational Pay effective with the pay period following the month in which proof was submitted.

Geographic Pay Differential

Employees in the following classifications, who are permanently headquartered *and* reside in the counties indicated, shall receive the recruitment and retention geographic pay differential.

Eligible Class Title	Class Code	Counties
Fish & Game Patrol Lieutenant (Specialist) (\$350 per pay period)	8005	Alameda, Contra Costa, Los Angeles, Marin, Monterey, Napa, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Solano, Sonoma, Ventura, San Francisco, Orange, San Diego
Fish & Game Warden, DFG (Range A) (\$220 per pay period)	8421	
Fish & Game Warden, DFG (Range B) (\$300 per pay period)	8421	
Lieutenant Fish & Game Patrol Boat (\$350 per pay period)	8416	
Warden – Pilot, DFG (\$350 per pay period)	8410	
Excluded		
Captain Fish & Game Patrol Boat (\$350 per pay period)	8415	
Fish & Game Patrol Captain (\$350 per pay period)	8412	
Fish & Game Patrol Lieutenant (Supervisor) (\$350 per pay period)	8418	
Assistant Chief, DFG (\$350 per pay period)	8405	
Senior Warden-Pilot, DFG (\$350 per pay period)	8407	

Eligibility for the pay differential will terminate upon an employee’s reassignment for any reason to a city or county that is not listed above. Part-time and intermittent employees shall receive a pro-rated share of the monthly pay differential, based on the total number of hours worked within the monthly pay period.

Procedures for Requesting Canine, Education or Geographic pay

Eligible employees must complete the appropriate affidavit or certification form and submit it to his/her supervisor as follows:

- For **Canine Pay Differential** complete the Canine Differential Affidavit form (Attachment A), Canine Handler Certificate, and a current signed duty statement.
- For **Education Pay Differential** complete the Education Incentive Certification form (Attachment B) along with the accredited degree or POST certificate.

- For **Geographic Pay Differential** complete the Geographic Differential Affidavit form (Attachment C); attach a copy of his/her driver's license or other valid documentation that certifies permanent residence in one of the counties listed above.

Supervisor submits the completed affidavit or certification form to the appropriate Personnel Analyst for review and approval.

- The Personnel Analyst will review all documents for accuracy and completeness, and approve or deny the request.
- The Personnel Analyst will send a letter to the employee and his/her supervisor, advising them if the request has been approved or denied.
- If the request is denied, specific reasons for the denial will be provided in the letter to the employee, respective supervisor, with a copy to the appropriate Personnel Specialist.
- If approved, a copy of the approval letter, along with supporting documentation, will be sent by the Personnel Analyst to the appropriate Personnel Specialist for processing the pay differential.
- The Personnel Analyst will file a copy of the approval/denial letter, along with supporting documentation, in the appropriate HRB pay differential binder.

Upon receipt of the approval letter, the Personnel Specialist will:

- Add the appropriate Earnings ID to the employee's Personnel Action Request (PAR).
- File the approval/denial letter and all supporting documents in the employee's Official Personnel File.

NOTE: The Personnel Specialist must have authorization from the Personnel Analyst prior to processing the differential.

**State of California
Department of Fish and Wildlife**

M e m o r a n d u m

Date: xxxxxxxxxxx

To: Name
Title
Human Resources Branch
Department of Fish and Wildlife

From: Name
Personnel Analyst
Human Resources Branch
Department of Fish and Wildlife

Subject: Canine Pay Differential

The Classification and Pay Unit has received your Affidavit of Eligibility for the Canine Pay Differential. We have determined you are eligible and approved to receive the following:

\$189.00 per month

The effective date for payment is _____. If you have any questions, need clarification, or have updated/additional information that affects the payment of any of this benefit, please contact me at (916) _____.

cc: Program
Official Personnel File

State of California
Department of Fish and Wildlife

Memorandum

Date: xxxxxxxxxxx

To: Name
Title
Human Resources Branch
Department of Fish and Wildlife

From: Name
Personnel Analyst
Human Resources Branch
Department of Fish and Wildlife

Subject: Educational Pay Differential

The Classification and Pay Unit has received your Education Incentive Certification Form for the Educational Pay Differential. We have determined you are eligible and approved to receive the following:

_____ \$50.00 per month - **Associate of Arts or Science degree; OR Intermediate POST certificate**

_____ \$100.00 per month - **Bachelor of Arts or Science degree; OR an Advanced POST certificate**

The effective date for payment is _____. If you have any questions, need clarification, or have updated/additional information that affects the payment of any of these benefits, please contact me at (916) _____.

cc: Program
Official Personnel File

Geographic Differential Affidavit

I certify that my permanent work location is in _____ County.

I further certify that my permanent residence is in _____ County.

I understand that falsification of the above information may result in loss of benefit and/or adverse action.

Printed Name: _____

Signature: _____
Employee Date

Signature: _____
Supervisor Date

Please return form to:

California Department of Fish and Wildlife
Human Resources Branch
1416 9th Street, Room 1217-B
Sacramento, CA 95814
Attention: Cindy Ng
Phone: 916-651-8308

**State of California
Department of Fish and Wildlife**

M e m o r a n d u m

Date: XXXXXXXXXX

To: Name
 Title
 Human Resources Branch
 Department of Fish and Wildlife

From: Name
 Personnel Analyst
 Human Resources Branch
 Department of Fish and Wildlife

Subject: Geographic Pay Differential

The Classification and Pay Unit has received your Affidavit of Eligibility for the Geographic Pay Differential. We have determined you are eligible and approved to receive the following:

_____ \$220.00

_____ \$300.00

_____ \$350.00

The effective date for payment is _____, the effective date of your appointment to the (Region) and permanent residence in _____ County. If you have any questions, need clarification, or have updated/additional information that affects the payment of this benefit, please contact me at (916) _____.

cc: Program
 Official Personnel File