

Human Resources Branch Memorandum

SUBJECT: Canine, Education & Geographic Pay Differentials	NUMBER: HRB 18-020
	DATE ISSUED: September 6, 2018
DISTRIBUTION: Bargaining Unit 7 Employees	EXPIRES: N/A

Action Required **Informational Only** **Control Agency Directive**

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) law enforcement employees in bargaining unit (BU) 7 of the Canine, Education, and Geographic pay differentials eligibility criteria and request procedures.

Authority

- [Canine Pay Differential #21](#)
- [Education Incentive Pay Differential #244](#)
- [Recruitment and Retention Geographic Pay Differential #142](#)
- [BU7 Contract](#)

Pay Differentials

Canine Pay Differential #21

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 #244

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 (Intermediate POST Certificate)
Fish & Game Warden Pilot	8410	\$75 (Associate of Arts or Science Degree)
Fish & Game Lieutenant (Specialist)	8005	\$100 (Advanced POST Certificate)
Fish & Game Patrol Lieutenant (Supervisor)	8418	\$125 (Bachelor's of Arts or Science Degree)
Fish & Game Senior Warden-Pilot	8407	

Employees in the above classifications, with proper credentials shall be eligible to receive the following, upon approval of the CDFW. Employees who possess an Intermediate POST Certificate shall be eligible to receive an additional \$50 per month. Employees who possess an Associate Degree shall be eligible to receive an additional \$75 per month. Employees who possess an Advanced POST Certificate shall be eligible to receive an additional \$100 per month. Employees who possess a Bachelor's Degree shall be eligible to receive an additional \$125 per month.

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 #142

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, Orange, San Diego, San Francisco, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Solano, Sonoma, Ventura
Fish & Game Warden (Range A) (\$220 per pay period)	8421	
Fish & Game Warden (Range B) (\$300 per pay period)	8421	
Lieutenant Fish & Game Patrol Boat (\$350 per pay period)	8416	
Fish & Game Warden Pilot (\$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, DFW (\$350 per pay period)	8405	
Fish & Game Senior Warden-Pilot (\$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.

Request Procedures

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 (DFW 1062), Canine Handler Certificate, and a current signed duty statement.
- For **Education Pay Differential** complete the Education Incentive Certification form (DFW 1042) along with the accredited degree or POST certificate.
- For **Geographic Pay Differential** complete the Geographic Differential Affidavit form (DFW 1069); 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 LED-Admin unit for review. The LED-Admin Unit will then submit to the Transactions Unit Analyst for approval.

- The Transactions Unit Analyst will review all documents for accuracy and completeness and approve or deny the request.
- The Transactions Unit Analyst will send a letter to the LED-Admin Unit advising them if the request has been approved or denied.
- If the request is denied, reasons for the denial will be provided in the letter to the LED-Admin Unit.
- If approved, a copy of the approval letter, along with supporting documentation, will be sent by the Transactions Unit Analyst to the appropriate Personnel Supervisor. The Personnel Supervisor will forward to the appropriate Personnel Specialist for processing the pay differential.
- The Transactions Unit 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.

The Personnel Specialist must have authorization from the Transactions Unit Analyst prior to processing the differential.

Discontinuing Canine and/or Geographic Pay Differential(s)

Supervisors are responsible for completing the Discontinuation of Pay Differential(s) when an employee is no longer entitled for the Canine and/or Geographic Pay Differential. The Discontinuation of Pay Differential(s) must be sent to the Transactions Unit Analyst and LED-Admin immediately.

Resources

1. [Sample "Discontinuation of Pay Differential\(s\)" memo](#)

Forms

1. [DFW 1042 Education Incentive Certification](#)
2. [DFW 1062 Canine Pay Differential Affidavit](#)
3. [DFW 1069 Geographic Pay Differential Affidavit](#)

Contact

If you have any questions, please contact the Transactions Unit Analyst at (916) 651-7658