

Human Resources Branch Memorandum

SUBJECT: Diving, Geographic, Longevity & Educational Pay Differentials for BU 9 and 10	NUMBER: HRB 19-005
DISTRIBUTION: Bargaining Unit 9 & 10 Employees	DATE ISSUED: February 15, 2019
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Action Required
 Informational Only
 Control Agency Directive

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) employees in Bargaining Unit (BU) 9 and 10 of the Diving, Geographic, Longevity and Educational pay differentials eligibility criteria and request procedures.

Authority

- Diving Pay Differential #42
- Geographic Recruitment and Retention Pay Differential #432
- Longevity Pay Differential #433
- Educational Pay Differential #434
- BU Contract 9
- BU Contract 10

Pay Differentials

Diving Pay Differential #42

For BU 10 – Effective 07/01/2018, pay rate per each hour for all payable hours of the day of the dive, including overtime regardless of the number or duration of dives performed during the period. For this purpose, a day is defined as a calendar day. Additional criteria as defined in the collective bargaining agreement.

RATE	EARNINGS ID
\$25 per Each Hour (Unit 10)	8D1 for R10 and S10; 8D3 for E10

Geographic Recruitment and Retention Pay Differential #432

For BU 9 – Effective 07/01/2018, employees in a R09, S09 or M09 class whose worksite is located in the counties indicated below shall receive a differential of \$250 per month.

CLASS TITLE	CBID	COUNTIES
Rank and File:		Alameda Marin San Francisco San Mateo Santa Clara
All Classes	R09	
Excluded:		
All Classes	S09, M09	

In the event a worksite is relocated from the counties listed above this differential shall cease at the end of the month the relocation occurs.

Note: If an employee's CBID differs from the pay scale for an otherwise eligible class, the employee is eligible for the pay differential.

Longevity Pay Differential #433

For BU 9 – Effective 07/01/2018, employees in R09, S09 and M09 shall be eligible for the pay differential based on the below criteria.

CLASS TITLE	CBID	RATE		EARNINGS ID
All Classes	R09, S09, M09	20 or more years	2%	8LG2

Criteria:

- Employees with 20 or more years of state service will be eligible to receive two (2) percent of base salary.
- All time spent in state service shall count, as long as the employee is in a classification with the collective bargaining identifier R09, S09 or M09 at the time of eligibility for the pay differential.
- State service shall be based on qualifying pay periods as follows:
 - Qualifying pay periods as defined in California Code of Regulations, title 2, sections 599.608 and 599.609.
 - Qualifying pay periods immediately preceding and following a break(s) in service shall be cumulative.
- The Longevity Pay Differential shall be eliminated upon movement to a classification other than R09, S09 or M09.
- Upon movement to another class, the employee shall move from his/her base salary only.

Note: If an employee’s CBID differs from the pay scale for an otherwise eligible class, the employee is eligible for the pay differential.

Educational Pay Differential #434

For BU 10 – Effective 10/31/2018, employees in R10, S10 and M10 classifications that meet the criteria indicated below are eligible to receive the Educational Pay Differential. CDFW classifications that meet the eligibility criteria include:

1. Veterinarian Specialist Class Code 0176
2. Veterinarian Class Code 0177
3. Research Scientist III (Microbiological Sciences) Class Code 5599
4. Research Scientist III (Social/Behavioral Sciences) Class Code 5605
5. Associate Toxicologist Class Code 7941
6. Staff Toxicologist Class Code 7978
7. Research Scientist Supervisor I (Microbiological Sciences) Class Code 5645
8. Research Scientist Supervisor II Class Code 5654
9. Staff Toxicologist (Supervisor) Class Code 7942
10. Senior Toxicologist Class Code 7943

RATE	EARNINGS ID
2% per month – Possession of a Master’s Degree from an Accredited Institution	8AE
3% per month – Possession of a Doctoral Degree or a degree of Doctor of Medicine from an Accredited Institution	8AED

Criteria:

- Employees in all departments who work in a BU 10 classification that requires possession of a Master’s Degree as a condition of employment shall receive a monthly pay differential of 2% of base salary.
- Employees in all departments who work in a BU 10 classification that requires possession of a Doctoral Degree or a degree of Doctor of Medicine as a condition of employment shall receive a monthly pay differential of 3% of base salary.
- Eligibility criteria may not be combined and rates are not cumulative. When an employee meets both of the criteria, he/she shall be eligible for only one amount. For example, an employee who possesses both a Master’s Degree and a Doctoral Degree would be eligible to receive 3% of base salary per month, not 5% of base salary per month.
- In order to qualify for the educational incentive pay, employees shall have a Master’s Degree, Doctoral Degree or a degree of Doctoral of Medicine from an accredited institution.

Request Procedures

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

- For **Education Pay Differential** complete the [Education Incentive Certification form \(DFW 1076\)](#) along with the accredited degree.
- For **Geographic Pay Differential** complete the [Geographic Differential Affidavit form \(DFW 1077\)](#).

Supervisor submits the completed affidavit 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 Supervisor advising him/her 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 Supervisor.
- 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 Geographic Pay Differential

Supervisors are responsible for submitting the Discontinuation of Pay Differential Memo when an employee is no longer entitled for the Geographic Pay Differential. The Discontinuation of Pay Differential Memo must be sent to the Transactions Unit Analyst immediately.

Resources

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

Forms

1. [DFW 1076 Education Incentive Certification](#)

2. [DFW 1077 Geographic Pay Differential Affidavit](#)

Contact

If you have any questions, please contact the Transactions Manager at (916) 653-7592.