

## Human Resources Branch Memorandum

<b>SUBJECT:</b> <b>Canine Pay Differential – Update</b>	<b>NUMBER:</b> <b>HRB 20-008</b>
	<b>DATE ISSUED:</b> <b>February 27, 2020</b>
<b>DISTRIBUTION:</b> <b>Bargaining Unit 7 Employees</b>	<b>EXPIRES:</b> <b>Until superseded</b>

Action Required       Informational Only       Control Agency Directive

### Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) Fish and Game Warden (class code 8421) in bargaining unit (BU) 7 of updated information on Canine pay differential #21 per Pay Letter 20-06.

- The rate of \$189 was increased to \$357 per pay period effective July 1, 2019. Human Resources (HR) keyed corrective PARS after receiving direction via the pay letter and pay issued. If retro pay did not already issue for an employee, HR is working directly with SCO to resolve the issue.
- Retired Annuitants are not eligible unless appointed under Government Code Section 21232.

HR has included an outline below of the Criteria, Roles and Responsibilities as a reminder to ensure employees who are eligible for this differential understand the process to add and delete this differential.

### Authority

- [Pay Letter 20-06 dated February 6, 2020](#)
- [California Government Code Section 21232](#)
- [Canine Pay Differential #21](#)
- [BU 7 Contract](#)

### Criteria

- Must be a Fish and Game Warden (class code 8421), who's signed duty statement states they are assigned to canine duty and canine duty constitutes the main assignment occupying a minimum of 50% of the employee's time.
- 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.
- Retired Annuitants are not eligible unless appointed under Government Code Section 21232.

## **Roles and Responsibilities**

### **Employees Responsibilities**

Eligible employees must complete and submit to his/her supervisor as follows:

- [Complete Canine Differential Affidavit form](#)
- Canine Handler Certificate
- Signed duty statement

### **Supervisors Responsibilities**

- Supervisor completes affidavit. Then submits affidavit along with the other documents provided from employee to the Transactions Unit Analyst (TUA) for approval. Effective date of the differential is the date when the affidavit is signed by the supervisor.

### **Transaction Unit Analyst Responsibilities**

- The TUA will review all documents for accuracy and completeness and approve or deny the request.
- The TUA will send an email to the supervisor and employee advising them if the request has been approved or denied. If the request is denied, the reason(s) for the denial will be provided in a letter.
- If the request is approved, a copy of the approval letter, along with supporting documentation will be sent by the TUA to the appropriate Personnel Specialist (PS). The PS will process the pay differential.
- The TUA will file a copy of the approval/denial letter, along with supporting documentation, in the HRB pay differential binder.

### **Personnel Specialist Responsibilities**

Upon receipt of the approval letter, the PS 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.

## **Overtime Compensation**

With prior approval from Supervisor, employees will 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 regular assigned hours.

## **Discontinuing Canine Pay Differential**

### **Supervisors Responsibilities**

- Supervisors are responsible for completing the Discontinuation of the Pay Differential letter when an employee is no longer entitled for the Canine Pay Differential and send letter to the TUA immediately.

## **Resources:**

1. [Supervisor Example letter for "Discontinuation of Pay Differential"](#)
2. [DFW 1062 Canine Pay Differential Affidavit](#)

## Contact

If you have any questions, please contact the Veronica Boles, 916 653-7592.