MEMORANDUM

REVISION 232, SERIES B

TO: Holders of CSA Rule Books
FROM: CS Board
DATE: June 10, 2003
SUBJECT: Rule Revision - Rule 9-91, Shift Incentive Differential.

The Career Service Board has adopted an amendment to Rule 9-91 that was published as Rule Proposal 324B. The effective date of this revision is June 10, 2003.

<table>
<thead>
<tr>
<th>Page Number</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove</td>
<td>June 16, 2001</td>
</tr>
<tr>
<td>Insert</td>
<td>June 10, 2003</td>
</tr>
</tbody>
</table>

PLEASE INSERT IN YOUR RULE BOOK IMMEDIATELY. THANK YOU.
Section 9-90 Differentials

9-91 Shift Incentive Differential

A. Eligibility:

Shift incentive differentials shall be paid to eligible employees who work a shift. A shift is a period of work regularly scheduled by an agency or department (FOR EXAMPLE, AN AGENCY MAY HAVE THREE SHIFTS, ONE FROM 7:00 A.M. UNTIL 3:00 P.M., ONE FROM 3:00 P.M. UNTIL 11:00 P.M., AND ONE FROM 11:00 P.M. UNTIL 7:00 A.M.). Employees are eligible for shift incentive differential if they are:

1. Not in an on-call position; and
2. in a position in a class eligible for overtime; or
3. in an exempt position in a class where overtime is determined to be a prevailing practice in the community; or
4. in an exempt position whose primary duties are the supervision of others, but who has no subordinate supervisors who work regularly scheduled shifts. (6/6/96, 187B; 5/1/91, 148B; 6/10/03, 232B)

B. Effect of paid leave on eligibility:

A shift incentive differential shall not be paid during any period of paid leave such as vacation leave, sick leave, compensatory time off, or holidays.

C. Rate:

1. EVENING RATE: Eligible employees who work shifts that have more than fifty percent (50%) of their hours between 3:00 p.m. and 11:00 p.m. shall be paid seven percent (7%) or seventy-seven cents ($.77) per hour differential, whichever is greater, for the hours worked during this entire shift.

2. NIGHT RATE: Eligible employees who work shifts that have more than fifty percent (50%) of their hours between 11:00 p.m. and 7:00 a.m. shall be paid twelve percent (12%) or one dollar and seventy cents ($1.70) per hour differential, whichever is greater, for the hours worked during this entire shift. (6/10/03, 232B)

Effective Date: June 10, 2003
Publication #232B
9-92 Equipment Differential

Equipment Differential shall be paid under the following conditions:

a) The equipment being operated is on the Career Service Board's approved equipment list for payment of equipment differential.

b) The employee is temporarily assigned to operate equipment, which is at a higher level classification than the employee’s current classification.

c) Assignment in the higher level class must last for less than thirty (30) days. If all authorized limited positions for a term of nine (9) months or less are filled, the thirty-(30) day limit is waived.

d) Employees in on-call positions and in classifications listed in the short-range pay schedule shall be entitled to equipment differential.

The pay shall be ten percent (10%) of the current hourly rate of pay for each hour worked in the next higher level class. The pay shall be fifteen percent (15%) of the current hourly rate of pay for each hour worked in the second higher level class and above.

The total base pay for any pay period, excluding overtime and shift differential, shall not exceed the last step of the higher level class.