REVISION 240, SERIES B

TO: Holders of CSA Rule Books

FROM: CS Board

DATE: August 25, 2003

SUBJECT: Personnel Rule Revision – Rule 9-91, Shift Incentive Differential

The Career Service Board has adopted a revision of Rule 9-91, Shift Incentive Differential that was published as part of Rule Proposal 333B. The effective date of this revision is August 25, 2003.

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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 a position in the short range or community rate pay schedules; 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)

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