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HB

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 Kristina Koor**ARTICLE 26--DIFFERENTIAL PAY****Section 1. Geographic Area Pay.**

(a) Classifications C4001, C4003, C4004, C4005, C4007, C4008, C4009, C4018, C4020, C4021, C4116:

Prevailing basic rates in specific geographic areas for employment of limited duration less than one-hundred twenty (120) days will be approved. Employees paid at such rates will not be eligible for vacation, sick leave, or holiday benefits. Such rates will be paid only for construction work.

(b) A differential, not to exceed twenty-five percent (25%) over the base rate, may be paid a permanent, nonresident classified employee upon request of the Appointing Authority. The amount of the differential must be approved by administrators of the Budget Division and Labor Relations Unit. An employee would not be entitled to a per diem expense allowance in lieu of the differential.

Section 2. Special Duty Pay.

(a) High Work Differential: When an employee is required to perform work more than six (6) feet directly above the ground or water and is required to use personal fall arrest systems, personal fall restraint systems or boatswain chairs, the employee shall receive a high work differential.

Rate: One dollar and fifty cents (\$1.50) per hour.

(b) UBIT Differential: When an employee is required to operate an under bridge inspection truck (UBIT), the employee shall receive four dollars (\$4.00) per hour for

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all hours worked performing these duties. When applied, the differential includes all time worked on the job site, but not travel time to and from the job site.

- (c) Forestry employees who work from light fixed-wing aircraft or helicopters for work assignments involving flying grid patterns or low-altitude spotting shall receive a differential of one dollar and fifty cents (\$1.50) per hour for actual air-time only. Employees who are being transported to a job site, normal courier duties, point-to-point travel, or similar circumstances shall not qualify for this differential. (Pilots are excluded from any part of this provision.)

(d) Diving Differential:

Eligibility: Employees whose work assignment requires the use of self-contained underwater breathing apparatus or other sustained underwater diving equipment and who pass current certification for the use of such equipment will receive a differential of five dollars (\$5.00) per hour or any fraction thereof, for actual diving time.

- (e) ODOT DMV and/or ODOT IS Inmate Differential. DMV employees regularly assigned, and ODOT IS employees who are temporarily assigned, to work directly with inmates inside the security fences at State of Oregon correctional facilities will receive a five percent (5%) pay differential. The employees will receive this additional five percent (5%) above their current rate of pay for all hours worked during this assignment.

- (f) ODOT Only: An employee who is selected by management and assigned, in writing, to instruct or facilitate specific training identified by management shall receive an

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additional one dollar (\$1.00) per hour above their current rate of pay for all hours they are conducting this training. Employees are not eligible for the one dollar (\$1.00) per hour differential when they are mentoring or providing on-the-job training to a coworker.

Section 3. Special Qualifications Pay.

(a) Medical Consultants: Medical Consultants (U7538) working in the ODHS-DDS program shall receive a Board Certification differential of an additional seven and one-half percent (7.5%) for the first Board Certification in one (1) specialty held and ten percent (10%) if two (2) or more specialty certifications are held. This differential will only be paid for those specialties or certifications recognized by the American Board of Medical Specialties, American Osteopathic Association, American Board of Professional Psychology, American Board of Professional Disability Consultants, National Board of Physicians and Surgeons or American Board of Medical Psychotherapists.

(a) Bilingual: A differential of five percent (5%) over base rate will be paid to employees in positions which specifically require bilingual skills (i.e., translation to and from English to another foreign language or the use of sign language*) as a condition of employment. The interpretation and translation skills must be assigned and contained in an employee's individual position's position description. Only employees receiving a bilingual or multilingual differential will be required to provide interpretation or translation services on behalf of their Agency.

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(b) *NOTE: This differential will be paid to School for the Deaf employees excluding intermittents whose assignments require the use of sign language. Such payment will be made in accordance with the level of proficiency assigned by management, beginning the first day of the month following the employee's successful evaluation of the expected sign skill level for their position. Employees in the other Agencies will be paid this differential only when such bilingual sign requirements are assigned.

(b) (d) Multilingual: A differential of ten percent (10%) over base rate will be paid to employees in positions which require multilingual skills (i.e., translation to and from English to two (2) or more foreign languages*) as a condition of employment. The interpretation and translation skills must be assigned in writing for multiple languages and must be contained in an employee's individual position's position description. Only employees receiving a bilingual or multilingual differential will be required to provide interpretation or translation services on behalf of their Agency.

*NOTE: American Sign Language will count as one (1) of the two (2) foreign languages for purposes of the multilingual differential.

(f) Certified Bridge Worker: Employees in the classifications of Transportation Maintenance Specialist 2 (C4152), Transportation Maintenance Coordinator 1 (C4161) and Transportation Maintenance Coordinator 2 (C4162) who are members of a Bridge Crew and hold a certification in either structural welding or boom operation will, upon submitting proof of such certification, receive a five percent (5%) "Certified Bridge Worker" pay differential above their base rate of pay. Employees

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receiving this differential are also eligible for the High Work differential (Section 2(a)) to be paid for all hours actively engaged in this work and meeting the High Work Differential requirements.

- (g) Pesticide/Herbicide Spray. An employee who possesses a valid pesticide/herbicide license shall receive two dollars and seventy-five cents (\$2.75) per hour for actual hours worked when assigned work involving the preparation, the handling, and/or the application of pesticides/herbicides and any associated clean-up work.

Licensed pesticide/herbicide applicators who drive for other licensed pesticide/herbicide applicators, while applying pesticides/herbicides, shall receive the same hourly differential for actual hours worked.

- (h) Tree Faller. Employees who hold a current Advanced Tree Faller certification (Forestry FAL 1, OPRD Level 3, ODOT Level 3 or 4) shall receive twelve dollars and fifty cents (\$12.50) per day when evaluating, falling or bucking advanced level trees or when training/certifying another employee who is an Advanced Tree Faller trainee. The differential does not apply when the tree faller is in training or participating in their own certification activities.

- (i) Engineering and/or Geologist License (Forestry and DOGAMI). Employees in the classification of Natural Resource Specialist 4, who are required to be licensed per the requirements of ORS Chapter 672 and their position description, shall be paid an additional five percent (5%) above their base rate.

Section 4. Student Trainee Pay.

- (a) Student Professional Forester Worker (C8235)

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When hiring a Student Professional Forester Worker, if:

- the worker has completed one (1) year of Natural Resources or a related field at a recognized college or university, Step 3 of the salary range is recommended.
- the worker has completed two (2) years of Natural Resources or a related field at a recognized college or university, Step 4 of the salary range is recommended.
- the worker has completed three (3) years of Natural Resources or a related field at a recognized college or university, Step 5 of the salary range is recommended.
- the worker has completed four (4) years of Natural Resources or a related field at a recognized college or university, Step 6 of the salary range is recommended.

Section 5. Shift Differential.

(a) Eligibility. All employees ~~required to work a designated schedule~~ shall be paid a differential as outlined in Subsections (b) and (c) below, for each hour or major portion thereof (thirty (30) minutes or more), worked between 6:00 p.m. and 6:00 a.m. and for each hour or major portion thereof worked on Saturday or Sunday. ~~When a work schedule is requested by an employee and approved by the Agency, and the requested schedule contains hours outside of the hours designated for the employee's position by the Agency, shift differential pay shall be waived by the employee for the hours affected by the change.~~

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(b) All Agencies, except OSH: Registered Nurses and Nurse Practitioners will receive a shift differential of four dollars and fifty cents (\$4.50) per hour. Licensed Practical Nurses will receive a shift differential of two dollars (\$2.00).

(c) All other personnel will receive a differential of one dollar and fifty cents (\$1.50) per hour.

Section 6. Leadwork Differential.

(c) Leadwork differential shall be defined as a differential for employees who have been formally assigned by their supervisor in writing, "leadwork" duties for ten (10) consecutive calendar days (or the equivalent thereof for alternate or flexible schedules) or longer provided the leadwork or team leader duties are not included in the classification specification for the employee's position. Leadwork is where, on a recurring daily basis, the employee has been directed to perform substantially all of the following functions: to orient new employees, if appropriate; assign and reassign tasks to accomplish prescribed work efficiently; give direction to workers concerning work procedures; transmit established standards of performance to workers; review work of employees for conformance to standards; and provide informal assessment of workers' performance to the supervisor.

(d) The differential shall be five percent (5%) beginning from the first day the duties were formally assigned in writing for the full period of the assignment.

(e) Leadwork differential shall not be computed at the rate of time and one-half (1 ½) for the time worked in an overtime or holiday work situation. However, leadwork differential shall be included in calculation of the overtime rate of pay. If an employee

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receives more than one (1) differential (except overtime as mandated by the FLSA), the differentials will be calculated on the base so that no “pyramiding” occurs (i.e., if an employee is receiving the leadworker differential and an out-of-classification differential, the two (2) differentials would be calculated separately and then added on to the base pay). ~~, or to effect a “pyramiding” of work out-of-classification payments.~~

(f) Leadwork differential shall not apply for voluntary training and development purposes which are mutually agreed to in writing between the supervisor and the employee.

(g) If an employee believes that they are performing the duties that meet the criteria in Subsection (a), leadworker, but the duties have not been formally assigned in writing, the employee may notify the Agency Head in writing. The Agency will review the duties within fifteen (15) calendar days of the notification. If the Agency determines that leadwork duties were in fact assigned and are appropriate, the leadwork differential will be effective beginning with the day the employee notified the Agency Head of the issue.

If the Agency determines that the leadwork duties were in fact assigned but should not be continued, the Agency may remove the duties during the fifteen (15) day review period with no penalty.

If the Agency concludes that the duties are not leadwork, the Agency shall notify the employee in writing within fifteen (15) calendar days from receipt of the employee’s notification to the Agency Head.

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Section 7. Leadwork Differential. Employment Department.

~~(a) Leadwork differential will be paid to employees who are formally assigned in writing to perform leadwork provided the leadwork or team leader duties are not included in the classification specification for the employee's position. Leadwork is where an employee has been formally assigned to do substantially all of the following: to orient new employees, if appropriate; assign and reassign tasks to accomplish prescribed work efficiently; give direction to workers concerning work procedures; transmit established standards of performance to workers; review work of employees for conformance to standards; and provide informal assessment of workers' performance to the supervisor.~~

~~(b) The differential shall be five percent (5%) beginning from the first day the duties were formally assigned in writing.~~

~~(c) If an employee receives more than one (1) differential (except overtime as mandated by the FLSA), the differentials will be calculated on the base so that no "pyramiding" occurs (i.e., if an employee is receiving the leadworker differential and an out-of-classification differential, the two (2) differentials would be calculated separately and then added on to the base pay).~~

~~(d) Leadwork differential shall not apply for voluntary training and development purposes which are mutually agreed to in writing between the supervisor and the employee.~~

~~(e) If an employee believes that they are performing the duties of a leadworker but the duties have not been formally assigned in writing, they may submit the matter for~~

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~~resolution as per the dispute resolution process, or through the grievance procedure
(as for example, classification review, work out of class).~~

**Section 8. Leadwork Differential. ODOT Highway Division, TMS1, TMS2 and
Transportation Operations Specialist.**

(a) Leadwork differential shall be defined as a differential for employees who have been formally assigned by their supervisor "leadwork" duties for five (5) days (or the equivalent thereof for alternate or flexible schedules) or longer in a calendar month; or five (5) (or the equivalent thereof for alternate or flexible schedules) consecutive calendar days or longer that span the end of one (1) month and the beginning of the next month. In no case shall days be counted twice to meet the leadwork pay qualification.

(b) Leadwork is where, on a recurring daily basis, while performing essentially the same duties as the workers led, the employee has been directed to perform substantially all of the following functions: to orient new employees, if appropriate; assign and reassign tasks to accomplish prescribed work efficiently; give direction to workers concerning work procedures; transmit established standards of performance to workers; review work of employees for conformance of standards and provide informal assessment of workers' performance to the supervisor.

Section 9. Leadwork Differential. State Library.

~~(a) Team Coordinator differential shall be defined as a differential for employees who have been formally assigned in writing "team coordinator" responsibilities for a specific team on a recurring daily basis, for a designated length of time that extends~~

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~~beyond ten (10) consecutive calendar days (or the equivalent thereof for alternate or flexible schedules).~~

~~(b) Team Coordinator responsibilities shall include substantially the following roles: monitor team progress in meeting performance goals; coordinate team workflow to accomplish the work efficiently; coordinate team development processes; identify, plan, and approve training; assist in hiring of new team members, orient new employees; review team member timesheets; give feedback to team members concerning work procedures; and serve as communication liaison between the team and management.~~

~~(c) The Team Coordinator differential shall be five percent (5%) beginning from the first day the duties were formally assigned in writing for the full period of the assignment.~~

~~(d) If an employee receives more than one (1) differential (except overtime as mandated by the FLSA), the differentials will be calculated on the base so that no "pyramiding" occurs (i.e., if an employee is receiving the Team Coordinator differential and an out-of-classification differential, the two (2) differentials would be calculated separately and then added on to the base pay).~~

Section 10. Differential Pay IS Team Lead.

(a)

(1) Bargaining unit employees occupying positions that are classified as Information Specialist 1-8 will be eligible for the differential in accordance with subsection (5) below.

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- (2) The differential shall be ten percent (10%) beginning from the first (1st) day the duties were formally assigned in writing.
- (3) Bargaining unit employees shall not be eligible for any work out-of-class pay, leadwork differentials or any other premium pay except for overtime and penalty payments as compensation for team leader duties. If an employee receives more than one (1) differential (except overtime as mandated by the FLSA), the differentials will be calculated on the base so that no “pyramiding” occurs (i.e., if an employee is receiving the team leader differential and out-of-class differential, the two (2) differentials would be calculated separately and then added onto the base pay).
- (4) The differential shall be ten percent (10%) above the employee’s base salary rate.
- (5) For a bargaining unit employee to be eligible for the differential, the Agency must formally assign the employee in writing to perform team leader duties, the employee leads a team of employees and performs substantially all of the following duties under supervisory direction:
- (A) Plans for short and long term needs of team, including such areas as technology to be used, user requirements, resources required, training necessary, methods to accomplish work, multiple project timelines and competing priorities.
- (B) Establishes and coordinates multiple interrelated project schedules for all projects on which the team is working.

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(C) Works directly with multiple users to identify broad user needs and requested timelines when projects are submitted for the team.

(D) Provides technical/operation guidance to contractors and monitors quality assurance.

(E) Develops technical standards and monitors team members' work for compliance.

(F) Performs leadwork duties on a recurring daily basis, as listed in Article 26, Section 6 of the Master Agreement, which are to orient new employees, if appropriate, assign and reassign tasks to accomplish prescribed work efficiently, give direction to workers concerning work procedures, transmit established standards of performance to workers, review work of employees for conformance to standards and provide informal assessment of workers' performance to the supervisor.

(b) Bargaining unit employees shall not be eligible for the differential if they are on voluntary developmental training assignments.

(c)

(1) If an employee believes that they are performing the duties that meet the criteria stated in Subsection a(5), but the duties have not been formally assigned in writing, the employee may notify the Agency Head in writing. The Agency will review the duties within fifteen (15) calendar days of the notification. If the Agency determines that Information Services Team Leader duties were,

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in fact, assigned and are appropriate, the differential will be effective beginning with the day the employee notifies the Agency Head of the issue.

(2) If the Agency determines that the duties were, in fact, assigned but should not be continued, the Agency may remove the duties during the fifteen (15) day review period with no penalty.

(3) If the Agency concludes that the duties are not Information Services Team Leader duties, the Agency shall notify the employee in writing within fifteen (15) calendar days from receipt of the employee's notification to the Agency Head.

Section 11. Work Out-of-Classification.

(a) Temporary Assignment. Employees who are temporarily assigned to perform the duties of a higher-level classification shall receive a work-out-of-classification differential. To qualify for this differential, the employee must perform the duties that distinguish the higher-level classification on a regular and significant basis for more than ten (10) consecutive calendar days (or the equivalent thereof for alternate or flexible schedules). The employee shall be compensated for all hours worked beginning from the first day of the assignment for the full period of the assignment.

An employee performing duties out-of-classification for training or developmental purposes shall be informed in writing of the purpose and length of the assignment during which there shall be no extra pay for the work. A copy of the notice shall be placed in the employee's file.

(b) Pending upward Reclassification.

(1) If an Agency wishes to reclassify a position upwards, the Agency will gain approval from DAS CHRO the higher classification is appropriate. When an Agency receives approval from DAS CHRO agreeing a reclassification upward is appropriate, the Agency will pay work out-of-classification pending reclassification effective the date the Agency requested approval from DAS CHRO. Agencies will designate the reason for the work out-of-class in the state human resources information system as Work Out-of-Classification – Pending Upward Reclassification.

(2) Work out-of-classification pending upward reclassification as a result of a request for classification review under Article 81, Section 2 shall be effective the date the reclassification request was received by the Agency.

(c) Work Out-of-Classification Pay Rate Determination.

The agency's appointing authority or management designee will conduct an internal assessment to determine the appropriate rate of the differential.

(1) Temporary Assignment

If the assessment results in one step above, equal to, or below the employee's current pay rate, the differential will be five percent (5%) or a dollar amount based on the first step of the higher salary range, whichever is greater.

If the assessment results in two steps or more above the employee's current pay rate, the agency will use the outcome of the assessment to determine the dollar amount of the differential.

If the differential is a dollar amount, the amount will be adjusted due to changes to the base salary (e.g. COLA or step increase).

(2) Pending Reclass

If the assessment results in a step equal to or below the employee's current pay rate, the differential will be a dollar amount based on the next higher step in the new classification's salary range.

If the assessment results in a step above the employee's current pay rate, the agency will use the outcome of the assessment to determine the dollar amount of the differential.

The differential will be adjusted due to changes to the base salary (e.g. COLA or step increase).

Employees at the top step of their current job classification will have the differential adjusted to the next step in the higher salary range annually on their benefit service date until their base salary plus the work out-of-classification differential reaches the top step of the higher salary range.

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Assignments of work out-of-classification shall not be made in a manner which will subvert or circumvent the administration of this Article.

a) ~~When an employee is assigned for a limited period to perform the duties of a position at a higher level classification for more than ten (10) consecutive calendar days (or the equivalent thereof for alternate or flexible schedules),~~

~~, the employee shall be paid five percent (5%) above the employee's base rate of pay or the first step of the higher salary range, whichever is greater.~~

b) ~~When assignments are made to work out-of-classification for more than ten (10) consecutive calendar days (or the equivalent thereof for alternate or flexible schedules), the employee shall be compensated for all hours worked beginning from the first day of the assignment for the full period of the assignment.~~

~~Agencies may provide an additional five percent (5%) differential if the work out-of-class would not result in additional compensation for the employee. Agencies must document the reasons for the exception.~~

c) ~~An employee performing duties out-of-classification for training or developmental purposes shall be informed in writing of the purpose and length of the assignment during which there shall be no extra pay for the work. A copy of the notice shall be placed in the employee's file.~~

d) ~~An employee who is underfilling a position shall be informed in writing that they are an underfill, the reasons for the underfill, and the requirements necessary for the employee to qualify for reclassification to the allocated level. Upon gaining regular~~

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~~status and meeting the requirements for the allocated level of the position, the employee shall be reclassified.~~

~~e) Assignments of work out of classification shall not be made in a manner which will subvert or circumvent the administration of this Article.~~

Section 12. Work Out Of Classification Pending Upward Reclassification.

Agency Initiated Work Out of Classification Pending Upward Reclassification.

~~(a) If an Agency wishes to reclassify a position upwards, the Agency will gain approval from DAS CHRO the higher classification is appropriate. When an Agency receives approval from DAS CHRO agreeing a reclassification upward is appropriate, the Agency will pay work out of classification pending reclassification effective the date the Agency requested approval from DAS CHRO.~~

~~(b) The amount of work out of class pending reclassification will be determined by the internal pay assessment.~~

~~(c) The internal pay assessment shall be conducted using those performing work of a comparable character in the higher classification.~~

~~(d) The differential will be a dollar amount.~~

~~(e) The differential shall place the employee on the next higher step in the higher classification or on an appropriate higher step as determined by the internal pay assessment, whichever is greater.~~

~~d) Employees at the top step of their current job classification will have the differential adjusted to the next step in the higher salary range annually on their salary~~

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~~eligibility date until their base salary plus the work out-of-classification pending reclassification reaches the top step of the higher salary range.~~

~~(d) Employees will have the differential adjusted due to changes to the base salary (e.g. COLA or step increase).~~

~~(e) Agencies will designate the reason for the work out-of-class in the state human resources information system as Work Out-of-Classification — Pending Upward Reclassification.~~

~~Article 81 Initiated Work Out-of-Classification Pending Upward Reclassification.~~

~~(a) Work out-of-classification pending upward reclassification as a result of a request for classification review under Article 81, Section 2 shall be effective the date the reclassification request was received by the Agency.~~

~~(b) The amount of work out-of-class pending reclassification will be determined by the internal pay assessment.~~

~~(c) The internal pay assessment shall be conducted using those performing work of a comparable character in the higher classification.~~

~~(d) The differential will be a dollar amount.~~

~~(e) The differential shall place the employee on the next higher step in the higher classification or on an appropriate higher step as determined by the internal pay assessment, whichever is greater.~~

~~d) Employees at the top step of their current job classification will have the differential adjusted to the next step in the higher salary range annually on their salary~~

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~~eligibility date until their base salary plus the work out-of-classification pending reclassification reaches the top step of the higher salary range.~~

~~(a) Employees will have the differential adjusted due to changes to the base salary (e.g. COLA, step increase, etc.)~~

~~e) Agencies will designate the reason for the work out-of-class in the state human resources information system as Work Out-of-Classification — Pending Reclassification.~~

Section 13. Work Out-of-Classification. ODOT.

(a) Transportation Maintenance Specialists. In addition to any entitlement to work out-of-classification pay pursuant to Section 10 of this Article, notwithstanding Transportation Maintenance Specialist 1s who are assigned to a TMS 2 Maintenance crew by their supervisor and who independently perform work consisting of sweeping, snow removal, sanding, de-icing or removal of land/rock slide materials from roadways at the Transportation Maintenance Specialist 2 (TMS 2) level shall be paid a differential of five percent (5%) over their base rate of pay for all hours of such work. Operation of heavy earth-moving equipment on land/rock slides and operation of a pick-up broom for sweeping are considered TMS 2 level work, whereas traffic control activities such as flagging, operating pilot vehicles and setting signs are not considered TMS 2 level work.

(b) Self-Managed Crews. Where the Agency utilizes self-managed work crews, crew members, including positional leaders, may not be entitled to work out-of-

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classification payments at the supervisory level unless they assume a majority of duties specific to that classification.

Section 14. Essential Worker Pay. When a situation exists that would otherwise close or curtail state offices, essential workers having to report to work, in-person, shall receive the Essential Worker Inclement Weather/Hazardous Conditions Pay differential.

The Essential Worker Inclement Weather/Hazardous Conditions Pay differential shall be four ~~three~~ dollars (\$4.00 ~~\$3.00~~ per hour. **Employees will receive the differential for their entire shift if any part of it falls on a designated closure day, regardless of when the closure starts or ends. Employees will receive the differential for their entire shift when it takes place during a curtailment.** ~~for all hours worked on a designated closure or curtailment day, regardless of the starting or ending time of the designated closure or curtailment.~~

DAS or ODOT will determine if a closure would have occurred on a weekend and/or a holiday when state offices are otherwise closed.

Section 15. Lateral Classification Assignment Differential. When an employee is temporarily assigned for a period of ten (10) or more consecutive calendar days (or the equivalent thereof for alternate or flexible schedules) to a lateral classification within the same salary range base number and the salary is a higher salary schedule, the employee shall be paid at the lowest step in the new schedule that provides the employee an increase in their base or adjusted rate of pay (if any).

(See also Institutions Coalition Letters of Agreement [26.2C-15-274](#) & 26.2C-18-383 & [26.2C-19-340](#) & [26.2C-19-358](#) [26.2C-21-405](#) & [26.2C-21-412](#) & [26.2C-23-447](#) & [26.2C-](#)

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[23-449](#) & ODOT Coalition Letter of Agreement [26.3A-13-250](#) & [26.3C-22-420](#) & Special Agencies Coalition [26.5-21-407](#) in Appendix A.)

Section 16. Underfill Differential. When the agency selects an employee to fill a higher-level classification position as an underfill, the employee shall be notified in writing that they are an underfill, provided with the reasons for the underfill, and informed of the requirements needed to meet the minimum qualifications of the position's classification.

- i. **The agency's appointing authority or management designee will conduct an internal assessment to determine the appropriate dollar amount of the underfill differential. The assessment will be conducted using the work of a comparable character in the higher-level classification.**
- ii. **If the assessment results in a step equal to or below the employee's current pay rate, the differential will be a dollar amount based on the next higher step in the new salary range. If that step provides an increase of less than two and five-tenths percent (2.5%), the agency will apply the next higher step in the new classification's salary range.**
- iii. **If the assessment results in a step above the employee's current pay rate, the agency will use the outcome of the assessment to determine the dollar amount of the differential. If this increase is still less than two-point five percent (2.5%), the agency use the next higher step in the new classification's salary range to determine the dollar amount of the differential.**

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- 471 iv. The differential will be adjusted due to changes to the base salary (e.g. COLA
472 or step increase).
- 473 v. Once the employee meets the minimum qualifications of the position, the
474 Agency shall administratively move the employee to the higher classification
475 and the underfill differential shall be removed. This action is not considered a
476 reclassification.
- 477 vi. New Hire
- 478 a. The agency's appointing authority or management designee will conduct
479 an internal assessment to determine the appropriate dollar amount of the
480 employee's base position upon hire before determining the underfill
481 differential.
- 482 b. When the employee is administratively moved to the higher position, the
483 benefit service date remains unchanged.
- 484 vii. Current State Employee
- 485 a. The employee's benefit service date is set out six (6) months from the
486 date of placement into the underfill position. The employee will be eligible
487 for a step increase at the conclusion of the six months from the date of
488 placement into the underfill and annually thereafter until they have
489 reached top step in the higher classification's salary range, consistent
490 with the collective bargaining agreement.
- 491 b. The benefit service date shall remain the date determined by subsection
492 (II).

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