



# Oregon

John A. Kitzhaber, MD, Governor

## Department of Administrative Services

Chief Human Resource Office

155 Cottage Street NE U-30

Salem, OR 97301-3967

PHONE: 503-373-7684

FAX: 503-373-7684

August 13, 2013

To: Mariana Ruiz-Temple  
Assistant Chief Deputy  
Oregon Office of State Fire Marshal  
Oregon State Police

From: Clyde Saiki, Interim Chief Human Resources Officer  
Department of Administrative Services

Cc: Sandy Ridderbusch, Manager  
State Payroll Services

Re: Incident Response Assignment Pay

This letter confirms that the Office of the State Fire Marshal may apply "Incident Response Assignment Pay" to FLSA exempt management employees who work extra hours in accordance with State HR Policy 20.005.10 (2) (q) Pay Practices as members of an Incident Response Team or Emergency Fire Control teams. Our policy will be updated to be inclusive of the State Fire Marshal. Please contact Mark Rasmussen at (503) 378-6764 if you have additional questions regarding the application of this pay differential.

Cc: Mark Rasmussen, Classification & Compensation Manager  
Cindy Forest, Senior HR Consultant



# Oregon

Kate Brown, Governor

Department of Administrative Services

Chief Human Resources Office

155 Cottage Street NE

Salem, OR 97301

FAX: 503-373-7684

## MEMORANDUM

**To:** Jane Lee, ODOT Human Resources Officer  
**From:** *Madilyn Zike* Madilyn Zike, Chief Human Resources Officer  
**Cc:** Seth Lewis, OSPS Manager  
**Date:** April 27, 2016  
**Subject:** Diver Differential – Pay Practices Policy Addendum

State HR Policy 20-005-10 Pay Practices and Pay Differentials is amended as follows:

- Section (2)(g) Divers Differential
  - Effective July 1, 2015, ODOT employees in management or classified unrepresented service, AEE represented or in temporary appointments who participate in ODOT assignments performing underwater inspections and maintenance utilizing personal diving equipment shall receive the following total daily dive pay added to the employee's taxable gross wage:
    - Diver in Training: Total Daily Dive Pay of \$259
    - Working Diver (Journey): Total Daily Dive Pay of \$275
    - Master Diver: Total Daily Dive Pay of \$292

Except as set forth in this amendment, State HR Policy 20-005-10 Pay Practices and Pay Differentials is unaffected and shall continue in force in accordance with its terms.

Questions should be directed to Susan Hoeye at 503-378-8301 or Nettie Pye at 503-378-3138.



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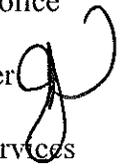
155 Cottage Street NE

Salem, OR 97301

FAX: 503-373-7684

## MEMORANDUM

**To:** Cindy Forest, HR Director Oregon Military Department  
Jonathan Herman, HR Director Oregon Department of Forestry  
Jennifer School, HR Director Oregon State Police

**From:** Madilyn Zike, Chief Human Resources Officer 

**Cc:** Seth Lewis, Manager Oregon State Payroll Services

**Date:** June 3, 2016

**Subject:** Pay Practices Policy 20-005-10  
Incident Response Pay Addendum

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Effective immediately, State HR Policy Pay Practices 20-005-10 Pay Differentials section, subsection (q) Incident Response Pay is amended as follows:

**(q) Incident Response Assignment Pay**

This assignment pay applies to FLSA-exempt management employees at the Department of Forestry, State Fire Marshal's Office and Military Department who work extra hours in emergencies. To be eligible, management must relieve the employee of regular duties and assign the employee to participate as a member of an Incident Response Team or Emergency Fire Control. The assignment pay is at time and one-half of an employee's base rate for actual hours worked that exceed 40 hours in a designated workweek. Agencies who have employees eligible to use hours paid in a workweek with Incident Management Rest or Rest and Recovery may count those hours towards the 40 hours worked but will not be calculated as time and one-half.

An incident is defined as an occurrence when a management employee is relieved of his or her regular duties and assigned duties as a result of a natural disaster such as fire, flooding or earthquake; Governor or President declared emergency; the Oregon Conflagration Act; civil unrest; public health emergencies; or any other emergency occurrence requiring response.

Except as set forth in this amendment, the policy is unaffected and shall continue in accordance with its terms.

Questions should be directed to Susan Hoeye at 503-378-8301.



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Salem, OR 97301

FAX: 503-373-7684

## MEMORANDUM

**To:** Richard Evans, Superintendent  
Oregon State Police

**From:** Madilyn Zike, Chief Human Resources Officer

**Cc:** Seth Lewis, Manager  
Oregon State Payroll Services  
Jennifer Schoorl, HR Director  
Oregon State Police

**Date:** June 15, 2016

**Subject:** Pay Practices Policy 20.005-10  
SWAT Differential Addendum

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Effective June 1, 2016, State HR Policy Pay Practices 20-005-10, Pay Differentials section is amended as follows:

**(cc) Special Weapons and Tactics (SWAT) Team Differential**

Applies to Oregon State Police employees in the Lieutenant (Z7573) classification assigned to the Special Weapons and Tactics Team. The differential is 2.5 percent of monthly base pay.