

ON-CALL PAY POLICY STANDARDS

Requirements for establishing an On-Call Pay Policy under Civil Service Rule 6.28(b) include:

- The On-Call Pay policy must be submitted to the Department of State Civil Service – Compensation Division for review prior to implementation.
- All established policies are subject to pre-authorized limits set by State Civil Service.
 - Current pre-authorized hourly limits are up to \$2.25 per hour or ¼ hour of compensatory time for each hour worked.
 - If the agency’s request is above the current pre-authorized hourly limits, they must obtain approval from the SCS Commission prior to implementation.

SHIFT WORK/DIFFERENTIAL POLICY STANDARDS

Requirements for establishing a Shift Differential Pay Policy under Civil Service Rule 6.28(c) include:

- The Shift Differential policy must be submitted to the Department of State Civil Service – Compensation Division for review prior to implementation.
- All established policies are subject to pre-authorized limits set by State Civil Service.
 - Current pre-authorized limits are percentages derived from the pay level of the first line supervisor’s hourly pay rate to the midpoint of their pay range.
 - If the agency’s request is above the current pre-authorized hourly limits, they must obtain approval from the SCS Commission prior to implementation.

Current Pre-Authorized Percentage Limits

	EVENING	NIGHT	WEEKEND/HOLIDAY
Protective Services (PS)	15%	20%	20%
Labor/Trades (WS)	15%	20%	20%
Scientific/Technical (TS)	15%	20%	20%
Social Services (SS)	15%	20%	20%
Medical Services (MS)	15%	20%	20%
Administrative (AS)	15%	20%	20%
Registered Nurses	20%	30%	30%

Example: Agency A would like to set a shift differential rate for Residential Services Specialist 1 positions to compensate them for working the night shift. These positions are currently

reporting to a Residential Services Specialist 5 (SS 409). Agency A will need to calculate the shift differential rate as follows:

Midpoint of Residential Services Specialist 5: \$16.86/hr
Pre-authorized percentage limit: 20%
 $\$16.86 \times 0.20 = 3.372 = \$3.37/\text{hr}$

Agency A has decided to establish a shift differential policy for the Residential Service Specialist 1 positions working the night shift at a rate of \$2.50 per hour. This rate is within the pre-authorized limit as shown above.