



Secretary – Shift Differential

When a secretary of a lower classification is covering for a higher classification, the standard procedure will be:

Secretary covering higher class, will be paid at their current step value using the scale of the higher classification.

Example:

2024-2025	Class E	Class I	Class II	Class III
STEP				
0	\$ 15.34	\$ 16.58	\$ 16.91	\$ 17.43
1	\$ 16.03	\$ 17.48	\$ 17.86	\$ 18.40
2	\$ 16.72	\$ 18.40	\$ 18.83	\$ 19.41
3	\$ 17.43	\$ 19.35	\$ 19.84	\$ 20.44
4	\$ 18.14	\$ 20.33	\$ 20.89	\$ 21.51
5	\$ 19.03	\$ 21.49	\$ 22.11	\$ 22.77
6	\$ 20.33	\$ 22.90	\$ 23.58	\$ 24.27

CLASS II – Principal Secretary	Step 5	\$23.58
CLASS E – EOA	Step 5	\$20.33
Diff		\$ 3.25

If covering full day:

Record work time using Red Rover - JOB TYPE – RSPA EXTRA DUTY

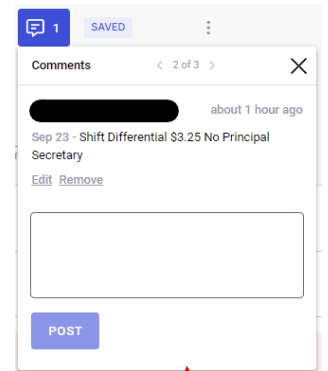
Add Notes: Covering for JANE DOE – Shift Differential \$3.25

If covering less than full day:

Record work time using Red Rover – JOB TYPE - REGULAR ASSIGNMENT

Adjust timesheet to record EXTRA DUTY for the hours worked at the higher rate & REGULAR ASSIGNMENT for the hours at regular rate

Add Notes: Covering for JANE DOE – Shift Differential \$3.25



Shift Differential -->	FRI Sep 20	Extra Duty	10:30 AM - 2:30 PM	0m	Actual: 0m	5h 13m	1	SAVED
Regular -->	Started Early, Stayed Late	SE PARA - ...	7:00 AM - 2:30 PM	30m	Actual: 30m	7h 0m 7h 29m	0	SAVED