4400 The Merit System

4490 Wage and Salary Provisions

4492 Differential and Longevity Pay Practices

4492.1 Differential Pay for Special Skills, Specific Duties, or Working Conditions

A. When a special skill or specific duties or working conditions are required to fulfill the essential functions assigned to a position, the hiring department shall inform the Director, Human Resources that the position must be designated as requiring the special skill or that an incumbent is eligible for a pay differential, based on their duties or working conditions. Examples of such special skills may include fluency in a language other than English; specific duties may include specialized health care procedures, and working conditions may include work shifts that fall primarily during non-standard office hours.

B. In order to be placed in such a position, an employee must pass any required assessment. Employees who pass any required assessment and are placed in such positions or assigned qualifying duties or working conditions shall receive a differential equivalent to a five (5) percent increase in base pay (current range and step). Such differential pay is associated with the position, rather than with the incumbent, and may be added to or eliminated from a position depending on program needs. Elimination of differential pay based on programmatic reasons shall not be considered disciplinary in nature.

C. There shall be an overall cap on differential pay equivalent to fifteen (15) percent regardless of the number of special skills used, specific duties assigned, or working conditions. Differentials are pro-rated based on the employee's full time equivalency.

Reference:
Education Code Sections 45180-45182 and 45260-45261

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