

Arduous Pay**MORANDUM**

Date: August 14, 1996

To: Chief Deputy Director
Deputy Directors
Office Chiefs
Executive Office ManagersFrom: Department of General Services
Office of Human ResourcesSubject: **ARDUOUS WORK DIFFERENTIAL PAY**

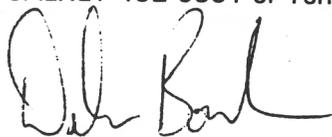
There has been an interest to provide management with an option for rewarding employees not covered by Pay for Performance or Sustained Superior Accomplishment Award Programs.

In July 1994, the Department of Personnel Administration (DPA) established a pay differential for Excluded employees who are exempt from Federal Fair Labor Standards Act (FLSA) and assigned to Work Week Group 4C. The FLSA provides that WWG 4C employees who are ineligible to receive overtime pay may be compensated for extremely arduous work and emergency situations. CEAs and Exempts are excluded from this differential unless they are performing work in response to an emergency declared by the Governor.

At the discretion of the Appointing authority, employees shall be eligible to receive the differential when performing arduous work that exceeds the normal demands of State service employment. Excluded employees are eligible for this pay differential for up to four months per fiscal year (or per event for emergencies involving loss of life or property). An employee may be paid \$300.00 per workweek, up to \$1200.00 total per pay period for a total of \$4800.00 from within an offices' existing budgeted resources.

Arduous Pay recipient information will be included in annual fiscal reports by office. Managers will be authorized to use, and be accountable for such use. Attached is a form that must be submitted to the Office of Human Resources authorizing an arduous work differential pay.

If you have any questions or need assistance please contact Debra Boulter at (916) 322-5991, CALNET 492-5991 or Terri Hamilton at (916) 327-2396, CALNET 467-2396.



DEBRA BOULTER, Office Chief
Office of Human Resources

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attachments