

PAY DIFFERENTIALS AND SPECIAL PAY **1037**
(No. 134 February 2010)

TABLE OF CONTENTS **1037.1**
(No. 134 February 2010)

[1037.2 Compensation Matrix Legend](#)

[1037.3 Extended Duty Pay \(EDP\)](#)

[1037.4 Incident Command Team \(ICT\)](#)

[1037.5 Incident Command Assignment \(ICA\)](#)

[1037.6 Reallocation from Work Week Group E/SE to Work Week Group 2](#)

1037.7 FLSA Exempt Employee Differential for Extremely Arduous Work and Emergencies (EDIF) - *under construction*

1037.8 Emergency Response Bonus (ERB) – *under construction*

1037.9 Immediate Response Status (IRS) – *under construction*

1037.10 Longevity Pay – *under construction*

[1037.11 Educational Incentive Pay](#)

1037.12 Assistant Chief Differential – *under construction*

1037.13 Physical Fitness Pay – *under construction*

1037.14 Bilingual Pay – *under construction*

1037.15 Commercial Drivers License Differential Class A or B – *under construction*

[1037.16 Passenger Endorsement Pay \(Bargaining Unit 8\) For Heavy Fire Equipment Operators](#)

COMPENSATION MATRIX **1037.2**
(No.134 February 2010)

This compensation matrix contains the most common pay differentials used by CAL FIRE for Bargaining Unit 8 classifications but is not an all inclusive listing. For a complete listing of all pay differentials being used by the Department, please see the Pay Differentials Matrix on the CAL FIRE Intranet, under Labor and Human Resource Management/Classification and Pay at:
http://calfireweb/organization/managementservices/humanresources/documents/pay_diff_matrix.xls

**CAL FIRE COMPENSATION MATRIX
BY CLASSIFICATION FOR QUALIFYING EMPLOYEES**

RANK AND FILE – UNIT 8

Department of Personnel Administration (DPA) Pay Differential Number			45	73	9		63	64	50	54
Civil Service Classification	Class Code	*Monthly Salary Range	*Educ. Incentive \$75	*Longevity 1%-7%	*Assist. Chief 1.9%	E/SE Reallocation on Emergencies	ICA	ICT	*ERB 5%	*Extended Duty Pay 10%/15%
Aviation Officer I (Maintenance)	6877	\$5,490-\$6,675	√	√						
Aviation Officer II (Flight Operations)	1056	\$6,046-\$7,342	√	√						
Aviation Officer II (Maintenance)	6882	\$6,043-\$7,342	√	√						
Aviation Officer III (Flight Operations)	1053	\$6,644-\$8,077	√	√						
Aviation Officer III (Maintenance)	1050	\$6,644-\$8,077	√	√						
Battalion Chief (Nonsupervisory)	9723	\$4,641-\$5643	√	√						
Fire Apparatus Engineer	1077	\$3,325-\$3,849	√	√						
Fire Apparatus Engineer (Paramedic)	1756	\$3,557-\$4,120	√	√						
Fire Captain	1095	A \$3,648-\$4,432 B \$4,004-\$4,865	√	√						
Fire Captain (Paramedic)	1757	\$3,889-\$4,723	√	√						
Fire Fighter II	1082	\$2,777-\$3,374	√	√						
Fire Fighter II (Paramedic)	1755	\$3,000-\$3,644	√	√						

*Subject to PERS deduction

**CAL FIRE COMPENSATION MATRIX
BY CLASSIFICATION FOR QUALIFYING EMPLOYEES**

RANK AND FILE – UNIT 8 (cont.)

Department of Personnel Administration (DPA) Pay Differential Number			<u>45</u>	<u>73</u>	<u>9</u>		<u>63</u>	<u>64</u>	<u>50</u>	<u>54</u>
Civil Service Classification	Class Code	*Monthly Salary Range	*Educ. Incentive \$75	*Longevity 1%-7%	*Assist. Chief 1.9%	E/SE Reallocation on Emergencies	ICA	ICT	*ERB 5%	*Extended Duty Pay 10%/15%
Fire Prevention Specialist I	1067	\$2,972-\$3,611	√	√						
Fire Prevention Specialist II	1069	\$3,399-\$4,131	√	√						
Forester I (Nonsupervisory)	1054	\$4,966-\$6,038	√	√		√		√	√	
Forestry Assistant I	1086	A \$3,399-\$4,131 B \$3,721-\$4,522	√	√						
Forestry Assistant II	1093	A \$3,904-\$4,743 B \$4,285-\$5,206	√	√						
Forestry Fire Pilot	1046	\$5,141-\$6,357	√	√						
Forestry Logistics Officer I	1926	A \$3,168-\$3,806 B \$3,446-\$4,188	√	√						
Forestry Technician	1085	A \$2,972-\$3,611 B \$3,246-\$3,946	√	√						
Heavy Fire Equipment Operator	6387	A \$3,829-\$4,432 B \$4,203-\$4,865	√	√						

*Subject to PERS deduction

**CAL FIRE COMPENSATION MATRIX
BY CLASSIFICATION FOR QUALIFYING EMPLOYEES**

SUPERVISOR – UNIT 8

Department of Personnel Administration (DPA) Pay Differential Number			45	73	9		63	64	50	54
Civil Service Classification	Class Code	*Monthly Salary Range	*Educ. Incentive \$75	*Longevity 1%-7%	*Assist. Chief 1.9%	E/SE Reallocation on Emergencies	ICA	ICT	*ERB 5%	*Extended Duty Pay 10%/15%
Assistant Chief (Supervisory)	1039	\$6,316-7,659		√			√	√		√/√
Assistant Chief (Supervisory) w/differential	1039	\$6,316-7,659		√	√		√	√		√/√
Forester II (Supervisory)	1042	\$5,870-7,134		√			√	√	√	√
Forester III	1041	\$6,073-7,383		√			√	√		√
Forestry Equipment Manager I	6873	\$4,713-5,729		√			√		√	√
Forestry Equipment Manager II	6874	\$5,004-6,084		√			√		√	√
Forestry Logistics Officer II	1927	\$3,480-4,181		√						
Senior Aviation Officer	1052	\$8,059-8,885		√			√			√
Senior Forestry Equipment Manager	6876	\$6,222-6,861		√			√			√

MANAGER – UNIT 8

Department of Personnel Administration (DPA) Pay Differential Number			45	73	9		63	64	50	54
Civil Service Classification	Class Code	*Monthly Salary Range	*Educ. Incentive \$75	*Longevity 1%-7%	*Assist. Chief 1.9%	E/SE Reallocation on Emergencies	ICA	ICT	*ERB 5%	*Extended Duty Pay 10%/15%
Forestry and Fire Protection Administrator	1031	\$6,632-8,042		√			√			√/√
Unit Chief	1037	\$6,632-8,042		√			√			√

*Subject to PERS deduction

EXTENDED DUTY PAY

1037.3

(No. 113 September 2007)

The Extended Duty Pay Differential 54 is for employees in eligible classifications whose primary responsibility is in a fire protection program. Effective July 1, 2002, the criteria was expanded to include additional classifications within the fire protection program, as well as specific classifications within the resource management program. Effective May 1, 2007, an additional rate of 15% was added to be paid to designated classifications during the period of May 1 to October 30 each year.

REFERENCE

1037.3.1

(No. 113 September 2007)

Pay Differential 54 (revised 5/17/07)
DPA Pay Letters 99-52; 02-28; and 07-21

GENERAL PROVISIONS

1037.3.2

(No. 113 September 2007)

Pay Letter 99-52 established Pay Differential 54, Extended Duty Pay – Excluded Employees, for the following eligible classifications:

Assistant Chief (Supervisory)
Deputy Chief
Forestry and Fire Protection Administrator
Unit Chief

Pay Letter 02-28 expanded the pay differential criteria to include the following classifications:

Forester III
Forester II (Supervisory)
Forester I (Supervisory)
Forestry Equipment Manager II
Forestry Equipment Manager I
Senior Air Operations Officer
Senior Forestry Equipment Manager

Pay Letter 07-21 added an additional rate of 15% for the following classifications during the period of May 1 to October 30 each year:

Assistant Chief (Supervisory)
Forestry and Fire Protection Administrator
Unit Chief

Effective date

Pay Differential 54 became effective July 1, 1999, for four classifications in the fire protection program. Effective July 1, 2002, the pay differential criteria was expanded to

include additional classifications in the fire protection program, as well as specific classifications in the resource management program. The pay differential was revised May 1, 2007, to include a 15% rate to be paid to designated classifications during the period of May 1 to October 30 each year.

Payment rate

Extended Duty Pay consists of 10% of the monthly base salary for the following classifications:

Assistant Chief (Supervisory)
Deputy Chief
Forester III
Forester II (Supervisory)
Forester I (Supervisory)
Forestry and Fire Protection Administrator
Forestry Equipment Manager II
Forestry Equipment Manager I
Senior Air Operations Officer
Senior Forestry Equipment Manager
Unit Chief

The following classifications receive 15% of the monthly base salary during the period of May 1 to October 30 each year:

Assistant Chief (Supervisory)
Forestry and Fire Protection Administrator
Unit Chief

CAL FIRE CRITERIA FOR PAYMENT OF EXTENDED DUTY 1037.3.3 (No. 98 September 2003)

In accordance with their respective effective dates, employees in designated classifications whose primary responsibility is in a fire protection or resource management program are eligible for this differential.

REVIEW AND AUDIT PROCESS 1037.3.4 (No. 98 September 2003)

All records for payment shall be retained for audit review by the Department of Personnel Administration for three years.

INSTRUCTIONS FOR PERSONNEL SERVICES SPECIALISTS 1037.3.5 (No. 98 September 2003)

Personnel Specialists should refer to the General Provisions section of this document for information regarding the rate of differential per month.

Process a 350 (Special Pay) Personnel Action Request (PAR) transaction indicating code 8EDP in item #350.

If applicable, should pay differential be:

Pro-rated	Yes
Subject to qualifying pay period	No
All time bases and tenures are eligible	Yes
Subject to PERS deduction	Yes

For all classes: Inclusion in rate to calculate the following benefit pay

Overtime	Not applicable
IDL	Yes
EIDL	Yes
NDI	Yes
Lump Sum Vacation	Yes
Lump Sum Sick	Yes
Lump Sum Extra	Yes

INCIDENT COMMAND TEAM (ICT) 1037.4
(No. 59 July 2000)

The Incident Command Team pay differential is for eligible employees that are appointed to an Incident Command Team for a 12-month commitment and participation.

REFERENCE 1037.4.1
(No. 112 May 2007)

California State Civil Service Pay Scales – Pay Differential 64

GENERAL PROVISIONS 1037.4.2
(No. 112 May 2007)

Eligible classifications

Rank and File:

Forester I (Nonsupervisory)

Excluded:

Assistant Chief (Supervisory)

Forester II (Supervisory)

Eligible ICT positions*

Incident Commander

Deputy Incident Commander

Operations Section Chief (2)

Plans Section Chief
Logistics Section Chief
Finance/Administration Section Chief
Safety Officer
Liaison Officer
Information Officer
CAL FIRE Trainee for a position included in the list above

*At the discretion of the Region Chief and/or Deputy Director for Fire Protection, other positions may qualify based on the individual's training plan and the need to move up through that section to be fully qualified for a Command or General Staff position.

In such instances, there must be justification on file with the appropriate region office or Sacramento headquarters for audit purposes. The justification must explain why the particular position qualifies for ICT.

Effective date

This differential is effective July 1, 1999, for all eligible classifications.

Payment rate

Additional compensation eligibility

Excluded employees receiving the ICT may also receive Incident Command Assignment (ICA) differential pay if the ICA criteria is met.

Forester I (Nonsupervisory) receiving the ICT may also be eligible for overtime through reallocation.

CAL FIRE CRITERIA FOR PAYMENT OF ICT

1037.4.3

(No. 112 May 2007)

Appointment to an Incident Command Team for a 12-month commitment and participation qualifies an employee for ICT. Employees shall be eligible to receive the first installment equivalent to one week's pay on June 30. Employees shall be eligible to receive the second installment equivalent to one week's pay on December 31. If an employee is no longer able to fulfill the commitment or is appointed to an Incident Command Team any time during the year, he/she shall be eligible for a pro rated share for those months served.

Each Incident Command Team is authorized up to five (5) trainee positions. Employees serving in those eligible positions, as defined in Section 1037.4.2, are eligible for payment of ICT. Trainee status ends at the completion of a successful training assignment.

REQUIRED DOCUMENTATION AND APPROVAL PROCESS 1037.4.4
(No. 59 July 2000)

REVIEW AND AUDIT PROCESS 1037.4.5
(No. 59 July 2000)

All records for payment shall be retained for audit review by the Department of Personnel Administration for three years.

INSTRUCTIONS FOR PERSONNEL SERVICES SPECIALISTS 1037.4.6
(No. 59 July 2000)

Personnel Services Specialists (PS) should refer to the General Provisions section of this document for information regarding the rate of differential per week.

- Employees committed to serve on an ICT will be placed on an Incident Command Team Roster with the appropriate team members. A copy of this list, along with the original approved ICT Certification form will be forwarded to the appropriate Region or Sacramento Headquarters PS for processing payment. The Incident Commander will be responsible for forwarding this information to the Region or Sacramento Headquarters PS.
- If an employee is not committed to an ICT for the entire 6-month period, payment shall be pro-rated for months served.
- Prepare the "Miscellaneous Payroll/Leave Actions" form (Std. 671) or the Time and Attendance Report (Std. 672) using earnings ID: GM, and key the required information into PIP. Use blanket serial code #958. These payments are processed twice a year. The first installment is June 30 and the second is December 31.
- Once keyed, the Region or Sacramento Headquarters PS will forward a completed copy of the ICT form to the appropriate Unit PS.

If applicable, should pay differential be:

Pro-rated	Yes
Subject to qualifying pay period	No
All time bases and tenures are eligible:	Yes
Subject to PERS Deduction	No

For all classes: Inclusion in rate to calculate the following benefit pay

Overtime	No
IDL	No
EIDL	No
NDI	No
Lump Sum Vacation	No

Lump Sum Sick No
Lump Sum Extra No

INCIDENT COMMAND ASSIGNMENT (ICA) 1037.5
(No. 163 February 2013)

Under Construction

REALLOCATION FROM WORK WEEK GROUP 1037.6
E/SE TO WORK WEEK GROUP 2
(No. 65 September 2000)

Temporary reallocation from Work Week Group (WWG) E or SE to WWG 2 is to compensate eligible employees that are required and authorized in advance by the appointing power to work overtime as a result of emergency or non-emergency situations in accordance with the provisions of WWG 2 for the duration of the emergency or non-emergency situation as described below. For the purposes of this section, an emergency situation is one declared by the Governor or the appointing power and is defined as a situation where there is extreme peril to persons and/or property caused by such conditions as fire, flood, storm, epidemic, riot, or earthquake. (See Department of Personnel Administration Pay Scales for Work Week Group definitions and overtime provisions.)

The reallocation from WWG E or SE to WWG 2 is authorized pursuant to an agreement between the Department of Forestry and Fire Protection and CAL FIRE Firefighters during the collective bargaining process for the 1999-2001 Memorandum of Understanding. Regardless of the temporary reallocation described herein, the employees in these classifications remain exempt from the Fair Labor Standards Act (FLSA) and are for all other purposes assigned to WWG E/SE. (See *Caperci v. Rite Aid Corp.* 43F.Supp.2d 83)

REFERENCE 1037.6.1
(No. 65 September 2000)

State Civil Service Pay Scales, Section 10.

GENERAL PROVISIONS 1037.6.2
(No. 65 September 2000)

Eligible Classifications

The following classifications are eligible to be reallocated pursuant to this section. These classifications are specifically NOT eligible for IRS compensation. (See 1999-2000 BU-8 MOU sections 8.14 and 8.4.)

Rank and File:

Assistant Chief (Non-supervisory)

Forester I (Non-supervisory)

Forester II (Non-supervisory)

Effective Date

Authorization for Work Week Group reallocation is effective July 1, 1999, for all eligible classifications.

Payment Rate

All qualifying emergency overtime will be compensated at the time and one-half rate with cash when the criteria and indicators listed below are met.

All qualifying non-emergency overtime will be compensated at the time and one-half rate with cash or compensating time off (CTO) at the department's option when the criteria and indicators listed below are met.

NOTE: Employees who are reallocated from WWG E or SE to WWG 2 pursuant to the Bargaining Unit 08 MOU and this policy during a period of time in which a holiday falls, will have the work/holiday hours and/or pay treated just the same as any other WWG 2 employee similarly situated (such as a Fire Prevention Specialist). In other words, for the time period reallocated, these employees are WWG 2 employees for the purposes of calculating compensation, including holiday credit and/or compensation for holidays that fall within the time period of the reallocation.

**CAL FIRE CRITERIA FOR REALLOCATION TO WWG 2 1037.6.3
DURING AN EMERGENCY SITUATION**

(No. 65 September 2000)

The Unit Chief (or, for example, in the case of employees assigned to a Region/Area office, the appropriate Staff Chief) is authorized to reallocate employees in the classifications listed above during emergencies based on the following criteria. The work must be required and authorized in advance by the appointing power as designated; and

1. The employee is working in an identifiable situation that is causing the employee to work in excess of his/her normal hard duty time in a day in direct relationship to managing major (see Emergency Incident Management Handbook Section 7751.1) or multiple emergency situations (such as a major fire or complex of fires); or

2. The employee is performing the type of work that normally is performed by classifications that receive overtime (such as being assigned to an incident in an ICS position, providing coverage for a specific division/battalion due to draw down at maximum levels, or managing a large incident that lasts more than 48 hours and involves multiple agencies); or
3. The employee is working in a position that has been established as part of a Multi-Agency Coordinating System (MACS) operating in Mode 3 or 4. (See MACS 410-1)

**CAL FIRE CRITERIA FOR REALLOCATION TO WWG 2 FOR 1037.6.4
ACTIVITY RELATED TO NON-EMERGENCY SITUATIONS**

(No. 65 September 2000)

The CAL FIRE Director, Chief Deputy Director, or Region Chief is authorized to reallocate employees in the classifications listed above during non-emergency assignments based on the following criteria. The work must be required and authorized in advance by the appointing power as designated, and:

1. The work is not of an ongoing nature so that additional positions cannot be authorized, and;
2. The work load cannot be shifted or performed by temporary help; and
3. The work is not related to an emergency incident.

REQUIRED DOCUMENTATION AND APPROVAL PROCESS 1037.6.5

(No. 65 September 2000)

Each eligible employee shall submit the required documents to his or her immediate supervisor for review and approval (normally this is not the incident or fire line supervisor). Requests for reallocation approval will be documented as follows on the Work Week Group E/SE Absence, Holiday Credit Earned and Assignment Report (CAL FIRE 634-E/SE):

Reallocation during an emergency situation.

1. In the "ICA or WWG Realloc" section, enter:

On the top row of this section enter the total number of hours worked for each day during the week in which the reallocation occurs. On the bottom row of this section enter the total number of hours to be reallocated for each day (that number which exceeds the normal hours for that day). Total these hours in the right hand column. (An employee is not eligible to receive overtime compensation unless and until the employee has worked more than 40 hours in the 7-day work period and meets the criteria and indicators listed herein.)

2. In the “Required Information” section, enter:

The Order and Request Number; and the ICS position or positions.

3. Attach a copy of the related Form FC 33.

Reallocation for activity not related to an emergency situation.

1. In the “ICA or WWG Realloc” section, enter:

On the top row of this section enter the total number of hours worked for each day during the week in which the reallocation occurs. On the bottom row of this section enter the total number of hours to be reallocated for each day (that number which exceeds the normal hours for that day). Total these hours in the right hand column. (An employee is not eligible to receive overtime compensation unless and until the employee has worked more than 40 hours in the 7-day work period and meets the criteria and indicators listed herein).

2. In the “Required Information” section, enter:

The Order and Request Number; and the ICS position if applicable and/or a specific description of the work performed describing how it meets the criteria listed above.

3. Attach a copy of the written approval authorizing reallocation not related to an emergency situation. (Reallocation for assignment to a non-emergency incident requires the advance authorization and written approval of the CAL FIRE Director, Chief Deputy Director, or Region Chief.)

4. Attach a copy of the related Form FC 33 if one was completed.

REVIEW AND AUDIT PROCESS

1037.6.6

(No. 65 September 2000)

For audit and/or review purposes the administrative unit will retain all records for a minimum of five (5) years or until audited, whichever is less.

INSTRUCTION FOR PERSONNEL SERVICES SPECIALISTS

1037.6.7

(No. 65 September 2000)

Personnel Services Specialists (PS) should refer to the General Provisions section of this section for information regarding the payment rate.

- Review the CAL FIRE 634-E/SE form for the required signatures and attachments. If the required signatures do not appear on the form, or if attachment(s) are missing, return the form to the employee’s supervisor for completion.

- Once the CAL FIRE 634-E/SE form is complete, verify that the total number of hours claimed for overtime is accurate.
- Prepare the Miscellaneous Payroll/Leave Actions (Std. 671) or the Time and Attendance Report (Std. 672) using "2" as the Work Week Group. The PS will need to unprotect the WWG/FLSA field using the F9 key in order to enter the 2. Key the required information into the PIPS. Use blanket serial code #999.

EDUCATIONAL INCENTIVE PAY **1037.11**
 (No. 83 May 2002)

EDUCATIONAL INCENTIVE PAY **1037.11.1**
FOR R07 AND S07 EMPLOYEES
 (No. 86 June 2002)

FOR BARGAINING UNIT 7 RANK AND FILE (R07) EMPLOYEES AND EXCLUDED SUPERVISORY (S07) EMPLOYEES

R07 Employees:

Effective October 19, 2001, the state shall pay a differential per pay period to all R07 employees who are peace officers in the Peace Officer/Firefighter (PO/FF) retirement category who meet at least one of the criteria listed.

S07 Employees:

Effective October 19, 2001, the state shall pay a differential per pay period to S07 first-level supervisors who are peace officers in the Peace Officer/Firefighter (PO/FF) retirement category who meet at least one of the criteria listed.

NOTE: Employees who meet the criteria for the Educational Incentive Pay and submit the required documentation prior to July 1, 2002 will receive the incentive retroactive to October 19, 2001 or their eligibility date, whichever is later.

An eligible employee who submits the required documentation after July 1, 2002 or an employee who becomes eligible after July 1, 2002 will receive the incentive on the first of the pay period following submission of the required documentation.

Employees who meet the criteria as of October 19, 2001 need only submit the Educational Incentive Pay (EIP) form (PO-29) and not submit a copy of their degree or POST certificate.

REFERENCES **1037.11.1.1**
 (No. 86 June 2002)

R07 Employees:

Bargaining Unit 7 Memorandum of Understanding, Section 19.36

Department of Personnel Administration (DPA) Pay Letters 01-24 and 02-10
State Civil Service Pay Scales, Section 14
Personnel Management Liaisons Memorandum 2002-016

S07 Employees:

Department of Personnel Administration (DPA) Pay Letters 02-01 and 02-10
State Civil Service Pay Scales, Section 14
Personnel Management Liaisons Memorandum 2001-069 and 2002-016

GENERAL PROVISIONS

1037.11.1.2

(No. 85 June 2002)

Eligible Classifications

R07 Employees:

Arson and Bomb Investigator
Deputy State Fire Marshal
Deputy State Fire Marshal III (Specialist)
Fire Service Training Specialist
Fire Service Training Specialist III
Pipeline Safety Engineer

S07 Employees:

Deputy State Fire Marshal III (Supervisor)
Fire Service Training Supervisor
Senior Arson and Bomb Investigator
Supervising Pipeline Safety Engineer

Payment Rate

R07/S07 Employees:

\$50.00 per pay period for an Associate Degree or Intermediate Peace Officer Standards Training (POST) Certificate. \$100.00 per pay period for a Bachelor's Degree or Advanced POST Certificate.

**CAL FIRE CRITERIA FOR PAYMENT
OF EDUCATIONAL INCENTIVE PAY**

1037.11.1.3

(No. 86 June 2002)

R07/S07 Employees:

1. PO/FF employees in eligible classifications who possess an Associate Degree “or” Intermediate POST Certificate.
2. PO/FF employees in eligible classifications who possess a Bachelor's Degree “or” Advanced POST Certificate.

Additional Criteria Provisions

R07/S07 Employees:

- Eligibility criteria may not be combined and rates are not cumulative. When an employee meets two of the criteria, he/she shall be eligible for only one rate but not both.
- Employees who qualify after October 19, 2001 must submit a completed Educational Incentive Pay (EIP) form (PO-29) and attach the required POST certificate or degree to his/her Personnel Services Specialist (PS). Degrees obtained must be from an accredited college or university.
- EIP shall be eliminated upon movement to a nonqualifying classification. If the employee moves to a classification in BU8, the employee must meet the BU8 criteria.

NOTE: Upon movement to another classification, the employee shall move from his/her base salary only.

REQUIRED DOCUMENTATION AND APPROVAL PROCESS

1037.11.1.4

(No. 85 June 2002)

Eligible employees qualifying under one of the listed criteria shall submit a completed PO-29 form along with the required documentation, to his/her PS for processing.

REVIEW AND AUDIT PROCESS

1037.11.1.5

(No. 85 June 2002)

All records of payment shall be retained for audit review by the Department of Personnel Administration for three years.

INSTRUCTIONS FOR PERSONNEL SERVICES SPECIALISTS

1037.11.1.6

PSs should refer to the "General Provisions" section of this document for information regarding the payment rate.

R07/S07 Employees:

- The PS must verify that the degree obtained is from an accredited college or university.
- Once the PO-29 form has been received and verified, the PS should process a 350 transaction using Earnings ID: 8EPF for \$50.00 or 8EPG for \$100.00.

- The effective date of the EIP will be the first pay period following the month in which required documentation was submitted.
- The original PO-29 should be filed in the employees' official personnel file.

If applicable, should pay differential be:

Pro rated	Yes
Subject to qualifying pay period	No
All timebases and tenure eligible	Yes
Subject to PERS deduction	Yes

For all classes: Inclusion in rate to calculate the following benefit pay

Overtime	No/Yes (FLSA)
IDL	Yes
EIDL	Yes
NDI	Yes
Lump Sum Vacation	Yes
Lump Sum Sick	Yes
Lump Sum Extra	Yes

EDUCATIONAL INCENTIVE PAY FOR R08/C08 EMPLOYEES 1037.11.2

(No. 83 May 2002)

FOR BARGAINING UNIT 8 RANK AND FILE (R08) EMPLOYEES AND EXCLUDED CONFIDENTIAL (C08) EMPLOYEES

R08/C08 Employees:

Effective July 1, 1998, the state shall pay a differential per pay period to all permanent R08/C08 employees with the exception of Fire Fighter I, Fire Lookout -Seasonal-, and Forestry Aid who meet at least one of the criteria listed.

REFERENCES

1037.11.2.1

(No. 83 May 2002)

R08/C08 Employees:

Bargaining Unit 8 Memorandum of Understanding, Section 17.11
 DPA Pay Letter 98-33
 State Civil Service Pay Scales, Section 14

GENERAL PROVISIONS

1037.11.2.2

(No. 83 May 2002)

Eligible Classifications

R08/C08 Employees:

Air Operations Officer I
Air Operations Officer I (Maintenance)
Air Operations Officer II
Air Operations Officer II (Maintenance)
Air Operations Officer III
Air Operations Officer III (Maintenance)
Assistant Chief (Nonsupervisory)
Battalion Chief (Nonsupervisory)
Fire Apparatus Engineer
Fire Apparatus Engineer (Paramedic)
Fire Captain
Fire Captain (Paramedic)
Fire Fighter II
Fire Fighter II (Paramedic)
Fire Prevention Assistant
Fire Prevention Officer I
Fire Prevention Officer II
Fire Prevention Specialist I
Fire Prevention Specialist II
Forester I (Nonsupervisory)
Forester II (Nonsupervisory)
Forestry Assistant I
Forestry Assistant II
Forestry Fire Pilot
Forestry Logistics Officer I
Forestry Technician
Heavy Fire Equipment Operator

Payment Rate

R08/C08 Employees:

\$75.00 per pay period

CAL FIRE CRITERIA FOR PAYMENT OF EDUCATIONAL INCENTIVE PAY 1037.11.2.3

(No. 83 May 2002)

R08/C08 Employees:

1. Permanent employees classified as Fire Fighter II (FFII), Fire Fighter II (Paramedic) (FFII(P)), Fire Apparatus Engineer (FAE), or Fire Apparatus Engineer (Paramedic) (FAE(P)) who have:
 - a. journeyed under the approved Joint Apprenticeship Committee (JAC) Program,
or
 - b. been granted a journey-level equivalency, or

- c. been appointed to the classification prior to the initiation of the JAC Program on July 1, 1983, or
 - d. successfully completed a Training and Development (T&D) Assignment in the classification of FFII, FFII(P), FAE or FAE(P)
2. Permanent employees in the following classifications:
 - a. Fire Captain (FC) or Fire Captain (Paramedic) (FC(P))
 - b. Employees who have successfully completed a T&D Assignment in the classification of FC or FC(P)
 - c. Battalion Chief (Nonsupervisory)
 - d. Forester I/II (Nonsupervisory)
 - e. Assistant Chief (Nonsupervisory)
 3. Permanent employees in classifications listed below who have completed 60 units from an accredited college or university.
 - a. Air Operations Officer I/II/III (Maintenance classes included)
 - b. Fire Prevention Assistant
 - c. Fire Prevention Officer I/II
 - d. Fire Prevention Specialist I/II
 - e. Forestry Assistant I/II
 - f. Forestry Field Trainee
 - g. Forestry Logistics Officer I
 - h. Forestry Fire Pilot
 - i. Forestry Technician
 - j. Heavy Fire Equipment Operator

Additional Criteria Provisions

R08/C08 Employees:

- Employees who meet the Educational Incentive Pay (EIP) under any criteria listed above, shall retain the pay upon movement to another eligible R08 or C08 classification regardless of the EIP criteria for the new classification.
- Employees on a limited-term appointment to another R08 or C08 classification, who qualify for EIP based on their permanent appointment, shall retain the incentive pay while on a limited-term assignment.
- Current JAC program employees, who have completed 60 units from an accredited community college, are STILL REQUIRED to achieve journey-level status before they are eligible to receive the EIP.
- EIP shall be eliminated upon movement to a classification not designated R08 or C08. If the employee moves to a classification designated R07 or S07, the employee must meet the appropriate criteria.

- Permanent intermittent employees who qualify for EIP must work 88 hours in a pay period to receive the \$75.00 differential, and any hours under 88 shall not receive a pro-rated amount of this differential.

NOTE: Upon movement to another classification, the employee shall move from his/her base salary only.

REQUIRED DOCUMENTATION AND APPROVAL PROCESS

1037.11.2.4

(No. 83 May 2002)

Eligible employees qualifying under criteria #3 shall submit a completed EIP form (PO-29) along with the required documentation to his/her Personnel Services Specialist (PS) for processing.

REVIEW AND AUDIT PROCESS

1037.11.2.5

(No. 83 May 2002)

All records of payment shall be retained for audit review by the Department of Personnel Administration for three years.

INSTRUCTIONS FOR PERSONNEL SERVICES SPECIALISTS

1037.11.2.6

R08/C08 Employees:

PSs should refer to the "General Provisions" section of this document for information regarding the payment rate.

Bargaining Unit 8 Employees:

- For Employees Who Qualify Under CAL FIRE Criteria #1:

Notification of employees' journey-level status will be sent to the Unit PSs and Region JAC Coordinators from Labor Relations. The PS should key upon receiving verification from Labor Relations. The effective date under criteria #1 of the EIP is the last day of the employees' performed training (e.g., coursework, tests, etc.) regardless of the three-year apprenticeship date and will be included on the notice from Labor Relations.

- For Employees Who Qualify Under CAL FIRE Criteria #2:

The PS should key with any applicable appointment. The effective date under criteria #2 is the date the employee was appointed to the eligible classification.

- For Employees Who Qualify Under CAL FIRE Criteria #3:

Once the PO-29 form is received from the employee, the PS will verify that credits obtained were from an accredited college or university. After the information has been verified the PS should process 350/F671 transactions using Earnings ID: 8E6 for full-time employees and Earnings ID: 8E7 for intermittent employees. The effective date of the EIP is the date signed by the employee on the PO-29.

- The original PO-29 should be filed in the employees' official personnel file.

If applicable, should pay differential be:

Pro rated	
Full time/part time	Yes
Intermittent	No (see below) <input type="checkbox"/>
Subject to qualifying pay period	No
Time base eligibility	All
Tenure eligibility	Permanent*
Subject to PERS deduction	Yes

For all classes: Inclusion in rate to calculate the following benefit pay

Overtime	Yes
IDL	Yes
EIDL	Yes
NDI	Yes
Lump Sum Vacation	Yes
Lump Sum Sick	Yes
Lump Sum Extra	Yes

* Permanent intermittent employees must work 88 hours in a pay period to receive the \$75.00 differential, and any hours under 88 shall not receive a pro-rated amount of this differential.

**PASSENGER ENDORSEMENT PAY (BARGAINING UNIT 8) 1037.16
FOR HEAVY FIRE EQUIPMENT OPERATORS**

(No. 79 June 2001)

Permanent employees in the Heavy Fire Equipment Operator classification with a passenger endorsement on their driver license shall receive the differential.

REFERENCE 1037.16.1

(No. 79 June 2001)

Pay Letter 01-10 dated 5/18/01
State Pay Scales – Section 14: Pay Differential 228

EFFECTIVE DATE
(No. 79 June 2001)

1037.16.2

This differential is effective May 1, 200.

PAYMENT RATE
(No. 79 June 2001)

1037.16.3

\$75.00 per month.

ELIGIBILITY CRITERIA
(No. 79 June 2001)

1037.16.4

Permanent employees in the Heavy Fire Equipment Operator classification with a passenger endorsement on their driver license are eligible to receive this differential.

In order to receive this differential, the employee must provide a copy of his/her valid California driver license showing the passenger endorsement to their unit Personnel Services Specialist (PS). When the license expires and a new license is obtained, the employee must provide a copy of the new license showing the passenger endorsement to their unit PS.

PERSONNEL SERVICES SPECIALIST INSTRUCTIONS
(No. 79 June 2001)

1037.16.5

Upon receipt of the copy of the employee's driver license, the PS will verify that the employee has a passenger endorsement. The PS will keep a copy of the driver license in the employee's official personnel file. Once the employee's eligibility has been verified, the PS must process a 350 (Special Pay) Personnel Action Request (PAR) transaction indicating code 8PE in Item #350.

If applicable, should pay differential be:

Pro-rated	Yes
Subject to Qualifying Pay Period	No
All Time Bases and Tenure Eligible	Yes
Tenure Eligibility	Permanent
Subject to PERS Deduction	Yes

Inclusion in Rate to Calculate the Following Benefit Pay:

Overtime	Yes
IDL	Yes
EIDL	Yes
NDI	Yes
Lump Sum Vacation	Yes
Lump Sum Sick Leave	Yes

Lump Sum Extra

Yes

Employees who have questions regarding the HFEO Passenger Endorsement Pay differential should contact their Personnel Office.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)