

**Department of Human Resources**  
**Memorandum**  
**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Arduous Pay Update and Reminder	<b>REFERENCE NUMBER:</b> 2013-006
<b>DATE ISSUED:</b> 01/18/13	<b>SUPERSEDES:</b> N/A

This memorandum should be forwarded to:

**Personnel Officers**  
**Personnel Transactions Supervisors**

**FROM:** California Department of Human Resources  
Personnel Management Division

**CONTACT:** Personnel Management Division  
(916) 324-9381  
Fax (916) 327-1886

Pay Letter 94-32 established Pay Differential 62 regarding arduous pay for Bargaining Units 1, 7, 9, 17, 19, and 21, and Excluded employees. This Personnel Management Liaison Memorandum introduces a new recordkeeping form when using Pay Differential 62 and reiterates the criteria that recipients must meet to receive this differential.

Attached is [Form 777](#) which the California Department of Human Resources (CalHR) developed for use whenever departments approve arduous pay use. Effective immediately, departments using Pay Differential 62 must complete this form to document the circumstances, assessment, and rationale behind all Pay Differential 62 approvals. Departments should complete a separate [Form 777](#) for each employee receiving the pay differential. A new [Form 777](#) should be completed each time an employee receives approval to receive Pay Differential 62. For CalHR audit purposes, departments must retain completed Forms 777 for a period of 5 years after the approval date. Details on how to complete the form are on the [Form 777](#) itself.

In addition, if a department wants to extend an employee's arduous pay, [Form 777](#) must be completed for each extension and sent to the Personnel Management Division (PMD) Analyst at CalHR for approval. Extensions will be granted only in the rarest of circumstances.

Departments are reminded that Pay Differential 62 was established to recognize periods in which work exceeds both normal work hours and productivity levels. The work must be extraordinarily demanding and time consuming to meet a deadline or extremely urgent need that cannot be controlled by the employee or supervisor. The duration of this arduous period must extend for a long period of time (approximately two weeks or more).

Departments will continue to hold delegated responsibility to administer the provisions of Pay Differential 62 as provided in Pay Letter 94-32 and its subsequent revisions. However, retention of this delegated authority is subject to the department's adherence to the approval criteria specified in Pay Differential 62 and the documentation requirements described here. Any questions or need for consultation on these provisions should be directed to your assigned PMD Analyst.

/s/ Debbie True  
Acting Chief, Personnel Management Division