

PAY DIFFERENTIAL 52
EXECUTIVE ASSISTANT DIFFERENTIAL PAY – UNIT 04

Established: 09/03/86

Amended: 07/01/04

CLASS TITLE	CLASS CODE	CB/ID	RATE	EARNINGS ID	DEPARTMENT
Rank and File:			1.5 Salary Steps	8X2	All Departments
Executive Assistant	1728	R04			
Excluded:					
Executive Assistants in positions designated confidential.	1728	C04			
Executive Assistants in excluded positions	1728	E97			

CRITERIA

- An Executive Assistant who reports directly to an organization's Chief Executive Officer may qualify for the differential. Chief Executive Officer is defined as Constitutional Officer, Agency Secretary, Department Director, or Board or Commission Chairperson.
- An Executive Assistant who reports directly to an organization's Chief Deputy Executive Officer who is at or above the CEA III/Exempt Level H may qualify for the differential. Chief Deputy Executive Officer is defined as Chief Deputy Constitutional Officer, Assistant Agency Secretary, Chief Deputy Director of a department or Board or Commission Vice Chairperson.
- An Executive Assistant who reports directly to a full-time member of a Board or Commission.
- Upon movement to another class in State service, an employee receiving compensation under this pay differential shall move from their combined rate (base salary plus pay differential) not to exceed the maximum of the class when computing the appointment rate.

FOR ALL CLASSES: IF APPLICABLE, SHOULD PAY DIFFERENTIAL BE:

PRO RATED	Yes
SUBJECT TO QUALIFYING PAY PERIOD	No
ALL TIME BASES 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	N/A
NDI	Yes
LUMP SUM VACATION	Yes
LUMP SUM SICK	Yes
LUMP SUM EXTRA	Yes