

**PAY DIFFERENTIAL 439
CALTRANS BU 12 PAYROLL CONVERSION DIFFERENTIAL PAY –
BARGAINING UNIT 12 AND EXCLUDED EMPLOYEES**

Established: 07/01/20

CLASS TITLE	CLASS CODE	CBID	RATE	EARNINGS ID	DEPARTMENT
All Classes	Various	R12, S12, M12, and U12	\$1,200, one-time payment	9G6	California Department of Transportation (Caltrans)

CRITERIA

All Bargaining Unit 12 and excluded Bargaining Unit 12 Caltrans employees who are on a semi-monthly payroll cycle before July 1, 2020 and convert to a monthly payroll cycle effective July 1, 2020, are eligible to receive this one-time differential upon the conversion to a monthly payroll cycle as follows:

1. Employees with a time base of full time who convert from a semi-monthly payroll cycle to a monthly payroll cycle effective July 1, 2020 shall receive \$1200.
2. Employees with a time base of part time or intermittent who convert from a semi-monthly payroll cycle to a monthly payroll cycle effective July 1, 2020 shall receive a pro rata share of the \$1200 rate. To determine the pro rata share, follow the method below.

Pro Rata Share Method for Part-Time Employees

Convert the fraction for the part-time employee's time base into a decimal by dividing the top number of the fraction by the bottom number. Take the decimal amount x \$1200 = pro rata share of the differential.

Example:

Part-time employee with a 4/5 time base. Convert the 4/5 fraction into a decimal. $4 \div 5 = 0.8$. $0.8 \times \$1200 = \960 . \$960 is the pro rata share of the differential for this part-time employee.

Pro Rata Share Method for Intermittent and Seasonal Employees

Identify the total number of hours the intermittent or seasonal employee was paid, excluding overtime, during the period of May 1, 2019 through April 30, 2020. Take the total number of hours paid ÷ by 2080 (which is the full-time equivalent) then x that amount by \$1200 = pro rata share amount.

Example:

Intermittent employee was paid 800 hours during the period of May 1, 2019 through April 30, 2020. $800 \text{ hours} \div 2080 \times \$1200 = \$461.54$. \$461.54 is the pro rata share of the differential for this intermittent employee.

This differential will not be paid to employees hired on or after the implementation of a monthly payroll cycle.

Note: If an employee's CBID differs from the pay scale CBID for an otherwise eligible class, the employee is eligible for the pay differential.

IF APPLICABLE, SHOULD PAY DIFFERENTIAL BE:	
PRO RATED	Yes
SUBJECT TO QUALIFYING PAY PERIOD	No
ALL TIME BASES AND TENURES ARE ELIGIBLE	Yes/No*
SUBJECT TO PERS DEDUCTION	No

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

*Retired Annuitants are not eligible unless appointed under Government Code section 21232.