



**DEPARTMENT OF CORRECTIONS  
Employee Services**



<b>Title:</b>	<b>Pay Practices and Differentials</b>	<b>DOC Policy: 20.2.2</b>
<b>Effective:</b>	<b>4/11/24</b>	<b>Supersedes: 10/10/19</b>
<b>Applicability:</b>	<b>Classified unrepresented, management service, unclassified executive service, unclassified excluded and unclassified unrepresented employees. Applies to represented employees only for purposes of pay upon initial hire.</b>	
<b>Directives Cross-Reference:</b>	<b>DAS Policy 20.005.10 Pay Practices</b> <b>DAS Policy 20.005.11 Pay Differentials</b>	
<b>Attachments:</b>	<b>DAS Memorandum Re: Application of Shift Differential (1/17/2023)</b>	

**I. PURPOSE**

To establish standards for the equitable and consistent administration of pay.

**II. POLICY**

A. The Department of Corrections has adopted Department of Administrative Services Chief Human Resources Office policy on Pay Practices 20.005.10 and Pay Differentials 20.005.11 for the Pay Equity Law and Alternative Leave Provisions.

[Pay Practices 20.005.10](#)

[Pay Differentials 20.005.11](#)

B. Policy clarification in addition to the Department of Administrative Services policies adopted above:

Per the Department of Administrative Services Chief Human Resources Office memo attached, Management Service Correctional Lieutenants who are exempt under Fair Labor Standards Act (FLSA) are eligible to receive shift differential.

**III. Implementation**

This policy will be adopted immediately without further modification.

Certified: \_\_\_\_\_ signature on file \_\_\_\_\_  
Julie Vaughn, Rules Coordinator

Approved: \_\_\_\_\_ signature on file \_\_\_\_\_  
Heidi Steward, Deputy Director



# Oregon

Tina Kotek, Governor

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## MEMORANDUM

**To:** Buffy Rider, Human Resources Administrator  
Department of Corrections

**From:** Berri Leslie, Director and Chief Operating Officer  
Department of Administrative Services 

**Date:** January 17, 2023

**Re:** Application of Shift Differential – Department of Corrections Lieutenants and Captains

The DAS Chief Human Resources Office (CHRO) Pay Differential policy 20.005.11 was changed on January 1, 2022, and inadvertently removed the ability for Department of Corrections (DOC) FLSA-Exempt Correctional Lieutenants to receive the \$1.00 per hour Shift Differential. The policy was updated to remove the salary range limit for those who may receive Shift Differential and clarified that it applies to FLSA Non-Exempt employees. Part-time employees who work less than 32 hours per month and unrepresented temporary employees are not eligible for shift differential.

Prior to January 1, 2022, the Pay Differentials policy, 20.005.11 (dd) Shift Differential applied to employees in salary ranges 22 or below, plus Correctional Lieutenant (X6779) and Information Systems Specialist 3 (C1483). Part-time employees who work less than 32 hours per month and unrepresented temporary employees were not eligible for shift differential.

The intent of the January 1, 2022, change in policy language was not to remove the ability for FLSA Exempt Correctional Lieutenants to receive Shift Differential. Department of Corrections Lieutenants have continued to be paid the differential after January 1, 2022. This memo serves as confirmation Management Service FLSA Exempt Correctional Lieutenants may continue to receive Shift Differential.

On January 1, 2022, DOC interpreted the change in policy language to mean Management Service FLSA Exempt Correctional Captains can now receive Shift Differential. While they are FLSA Exempt, they have an exception to receive overtime (as do Lieutenants). However, Captains were not previously approved to receive Shift Differential.

The exception to the Pay Differentials policy to allow Captains to receive Shift Differential is denied. Please make the necessary changes to ensure compliance with the policy.