



# Oregon

Tina Kotek, Governor

Department of Administrative Services

Chief Human Resources Office

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## MEMORANDUM

**To:** Agency Heads and Agency Human Resources Directors  
**From:** Jessica Knieling, Chief Human Resources Officer  
**Date:** April 15, 2024  
**Subject:** Addendum C – Pay Differentials policy 20.005.11

***Boldened and italicized*** text reflects revisions and additions to current policy language.

### Policy Statement:

***As of April 15, 2024, the Executive Branch of state government temporarily modifies the Pay Differentials policy to apply Shift Differential to salary ranges 22 or below.***

**Policy Authority:** ORS 240.145(3); 240.240; 240.250; 240.551

**Applicability:** Classified unrepresented, management service, unclassified “executive” service, unclassified excluded, unclassified unrepresented employees, and temporary employees, where noted.

**Attachments:** None

### Policy Amendments

Effective April 15, 2024, Pay Differentials policy 20.005.11 is amended as follows:

(bb) Shift Differential

- (A) ***~~Part-time employees who work less than 32 hours per month and unrepresented temporary employees are not eligible for shift differential. This differential applies to employees in salary ranges 22 or below, plus Correctional Lieutenant (X6779) and Information Systems Specialist 3 (C1483).~~*** An ***~~FLSA non-exempt~~*** employee earns shift differential on an hourly basis for each hour or major portion thereof (30 minutes or more) worked between 6 p.m. and 6 a.m. or on Saturday or Sunday. It does not apply to base rates in the computation of payments for paid time off such as vacation and sick leave. To compute overtime, add shift differential to the employee’s base rate during the pay period when an employee works overtime. To compute premium pay at time and one-half the regular rate of pay, do not add shift differential to the base rate. Do not pay shift differential when an employee requests an alternate work schedule to make up hours not worked during the established work week. The differential is \$1.00 per hour. ***Part-time***



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Questions should be sent to [CHRO.Policy@oregon.gov](mailto:CHRO.Policy@oregon.gov)