



County of Santa Clara

Policy Name: Differentials

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Policy Type: Administrative

Category: Personnel **Sub-Category:** Pay and Benefits

Policy Name: Differentials

Policy Owner: Employee Services Agency

Policy Purpose

Some County jobs require additional duties beyond those in the job description. The purpose of this policy is to ensure that County departments follow County ordinances, labor agreements, and Employee Services Agency policies and procedures for paying differentials.

Policy Summary

Differentials are compensation for additional assignments not included in a job classification. When paying a differential, all County departments must follow the County [Human Resources Practices Manual](#), the [Master Salary Ordinance](#) and related ordinances, and provisions in labor [Memorandums of Understanding & Agreement](#).

Work requiring differential pay must be approved before assigned. Differentials are effective in the pay period approved and are not paid retroactively. Differential payment does not count toward an employee's base wages and is not to be used when calculating transfer eligibility or step placement.

Departments should check with the departmental Human Resources Service Center for more information.



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Procedures

None.

Definitions

For the purposes of this policy, the following definitions apply:

- 1) **"Differential"** means compensation for additional assignments not included in a job classification.

Frequently Asked Questions

None.

Related Policies

None.

Related Forms and Information

- Request for Bilingual Test -
[\[url\]/sites/forms/esa/HRCountywideForms/Bilingual%20Test%20Request.pdf](#)
- Human Resources Practices Manual -
<https://www.sccgov.org/sites/esa/employment/hr/Documents%20Available%20for%20Download/PRINTABLE%20-%20HR%20Practices%20Manual.pdf>
- Master Salary Ordinance -
<https://www.sccgov.org/sites/esa/classification/ordinance/Pages/mso.aspx>



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- Work Out of Classification (WOOC)/Temporary Assignment of Responsibility Differential -
[url]/sites/esa/Human%20Resources/HR%20Forms/Pages/WOOC-and-TARD.aspx

History

Date	Changes Made
7/10/2017	Links Updated. (Kyle Larson)
4/23/2014	Policy uploaded. (John Myers)