

PREMIUM PAY DEFINITIONS

Eligible employees may be paid up to a three premium-step increase above the regular rate of pay as premium pay. Each premium pay step approximates 5%. No employee shall receive more than a three premium-step pay increase or approximately 15% above the regular rate of pay. It is the responsibility of Appointing Authorities to assure that employees who receive premium pay for renewable certifications, registration, or licensure maintain current credentialing, including required C.E.U.'s. Premium pay is job class specific and must be re-requested when an employee changes his or her job class for any reason. Premium pay may be awarded by a jurisdiction, but is not mandatory pursuant to this Pay Plan.

PLEASE NOTE: Where classifications are specified in the premium definitions, only employees in those classifications are eligible and only under the circumstances outlined. Documentation of eligibility, including copies of transcripts, certificates, licenses, etc must be on file in the jurisdiction and may be requested by the Personnel Board as part of its payroll certification process. It is the responsibility of Appointing Authorities to assure that employees receiving premium pay in their jurisdictions are eligible according to the definitions set forth below.

Premium Code

1. LEADWORKER - 5%
A Leadworker is assigned responsibilities by an Appointing Authority or Department Head to lead one or more employees who are in the same or closely related classification. Typically, the Lead worker performs the duties of the other workers in the group or otherwise performs closely associated work, but performs additional administrative or quasi-supervisory duties, such as assigning work, monitoring work quality, scheduling, maintaining pay records, and training employees. Supervisory responsibilities are incidental to the normal duties performed. NOTE: This premium cannot be applied to classifications where lead or supervisory responsibility is already outlined in the classification specification.
2. ROTATING SHIFT - 5%
3. TWO-WHEEL MOTORCYCLE - 5%
Law enforcement officers (Police Officer or Sheriff Deputy) regularly assigned to a two-wheel motorcycle may be paid 5% above the regular rate of pay.
4. HAZARDOUS MATERIALS/BOMB SQUAD - 5%
A Firefighter who possesses a Hazardous Materials Specialist Certification **and is regularly assigned** to the Hazardous Materials Unit of the Fire Department may be paid 5% above the regular rate of pay.

Law enforcement officers (Police Officer or Sheriff Deputy) **regularly assigned** to a bomb squad, or complex investigations may be paid 5% above the regular rate of pay.

Law enforcement officers (Police Officer or Sheriff Deputy, and Police Sergeant or Sheriff Sergeant) **regularly assigned** to methamphetamine lab investigations

who possess an OSHA certification as a *Hazardous Materials Technician/Basic Clandestine Lab Safety Course (currently, 40 hour course and subject to change)* may be paid 5% above the regular rate of pay.

Premiums for assignment to methamphetamine lab investigations, complex investigations, and the bomb squad cannot be combined for purposes of additional premium pay. NOTE: Police Sergeants or Sheriff Sergeants are eligible for the methamphetamine lab premium, but are not eligible for bomb squad and complex investigations premium.

5. **ASSIGNED MEDIC - 5%**
A Firefighter who possesses an Emergency Medical Technician I, II or III Certification, **who is regularly assigned to the rescue unit**, maintains a State Department of Public Health EMT License, and is credentialed as defined by the Alabama Department of Public Health, may be eligible for 5% above the regular rate of pay.
6. **EDUCATIONAL INCENTIVE (2 YRS/ASSOCIATE OR EQUIVALENT) - 5%**
Sworn personnel in the Police, Sheriff or Fire Departments (except Police or Fire Chiefs) who have completed sixty-four (64) semester hours, ninety-six (96) quarter hours or an Associate's Degree in an accredited* college program area deemed acceptable by the Department Head and the Director of Personnel may be eligible for a 5% above the regular rate of pay.
8. **SHERIFF DEPUTY ASSIGNED TO EMERGENCY RESPONSE TEAM - 5%**
Sheriff's Deputy (Deputy Sheriff and Sheriff's Sergeant) regularly assigned to the Emergency Response Team (E.R.T.) may be paid 5% above the regular rate of pay.
9. **EMT III EDUCATIONAL INCENTIVE - 5%**
A Firefighter who possesses an Emergency Medical Technician (EMT) III Certification, maintains a State Department of Public Health EMT License, and is credentialed as defined by the Alabama Department of Public Health and is not otherwise receiving educational incentive pay may be eligible for 5% above the regular rate of pay.
10. **SPECIALLY ASSIGNED REGISTERED NURSE AND LPN - 5%**
Staff Nurses, Charge Nurses and Licensed Practical Nurses permanently assigned to the following specialty areas may be allowed a five percent (5%) pay differential: Emergency Room, Intensive Care, Labor and Delivery, Recovery, and Surgery.
11. **RESPIRATORY THERAPY TECHNICIAN CERTIFICATION - 5%**
MEDICAL LABORATORY TECHNICIAN CERTIFICATION - 5%
PHARMACY TECHNICIAN CERTIFICATION - 5%
An employee may be eligible for a premium pay of five percent (5%) when he or she is appointed as Respiratory Therapy Technician certified by the National Board of Respiratory Care (NBRC).
An employee may be eligible for a premium pay of five percent (5%) when he or she is appointed as Medical Laboratory Technician certified by the American Society of Clinical Pathologists (ASCP).

- Pharmacy Technicians who obtain or possess a current designation of Certified Pharmacy Technician (CPhT) from the Pharmacy Technician Certification Board or the Institute for Certification of Pharmacy Technicians may be eligible for 5% above the regular rate of pay.
12. FIELD TRAINING OFFICER/ASSIGNED AS A CORPORAL - 5%
Law enforcement officers who are regularly assigned as Field Training Officers or Corporals may be paid 5% above the regular rate of pay.
 13. HEALTH DEPARTMENT COST CENTER DIRECTOR ASSIGNED PERMANENT RESPONSIBILITIES TO OVERSEE ADDITIONAL DEPARTMENTAL PROGRAMS OR FUNCTIONS - May be paid 5% above the regular rate of pay.
 14. RADIOLOGICAL TECHNOLOGIST ASSIGNED TO WORK AS A CT SCAN TECHNOLOGIST ON AN ON-CALL BASIS - May be paid 5% above the regular rate of pay.
 15. AUTOMOTIVE SERVICE MASTER TECHNICIAN-CERTIFIED - 5%
Automotive Technicians, Equipment Service Writers, Auto Shop Supervisors, Equipment Structural Mechanics, Auto/Heavy Equipment Shop Supervisors and Automotive Shop Operations Superintendents who possess and maintain the Automotive Service Excellence (ASE) Certification administered by the National Institute for Automotive Service Excellence in each of the areas indicated below may be eligible for 5% above the regular rate of pay.
Automotive: Automatic Transmission/Transaxle, Brakes, Electrical Systems, Engine Performance, Engine Repair, Heating and Air Conditioning, Manual Drive Train and Axles, and Suspensions and Steering.
Trucks: Brakes, Diesel Engines, Drive Train, Electrical Systems, Heating and Air Conditioning, and Suspension and Steering
 16. ADMINISTRATIVE ASSIGNMENT PAY - FIRE DEPARTMENT - 5%
Battalion Chiefs, Fire Captains, and Fire Lieutenants assigned to an administrative staff position (40 hour shift) within a Fire Department may be paid 5% above the regular rate of pay.
 17. CLASS CERTIFICATION FROM THE ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (ADEM) - 5%
Water Utility Service Helpers, Water Utility Service Workers, Senior Water Utility Service Workers, Water Utility Inspectors, Water Distribution Supervisors, and Water Utility Service Supervisors who possess and maintain an ADEM Grade Certification appropriate to a particular water distribution system may be eligible for 5% above the regular rate of pay.
 18. DEPUTY SHERIFF & POLICE OFFICER ASSIGNED COMPLEX INVESTIGATIONS - 5%
Deputy Sheriffs and Police Officers assigned to conduct complex investigations in the Criminal, Youth Services, Vice and Narcotics, or Evidence Collection Division(s) may be paid 5% above the regular rate of pay.

19. LICENSED PRACTICAL NURSE ASSIGNED SUPERVISORY DUTIES - 5%
Licensed Practical Nurses who supervise Nursing Assistants on an assigned shift may receive a five percent (5%) pay differential.
21. EDUCATIONAL INCENTIVE (4 YEARS) - 10%
Sworn personnel in the Police, Sheriff or Fire departments (except Police or Fire Chiefs) who have completed a B.A. or B.S. Degree Program from an accredited *four-year college in a curriculum area deemed appropriate and acceptable by the Department Head and the Director of Personnel may be eligible for a 10% above the regular rate of pay. Sworn personnel receiving this premium are not eligible for the two year/associate educational incentive outlined in Premium Code 6.
24. COLLEGE EDUCATIONAL INCENTIVE, DOCTORATE DEGREE - 5%
An employee who has completed a Doctorate Degree Program from an accredited college in a curriculum area deemed appropriate and acceptable by the Department Head and the Director of Personnel may be eligible for 5% above his or her regular pay step. The Doctorate Degree must reflect current market practices for the discipline in which the premium pay is requested.
25. AUTOMOTIVE SERVICE EXCELLENCE CERTIFICATION FOR MORE THAN ONE YEAR - 10%
Automotive Technicians, Equipment Service Writers, Auto Shop Supervisors, Equipment Structural Mechanics, Auto/Heavy Equipment Shop Supervisors, and Automotive Shop Operations Superintendents who have possessed and maintained the Automotive Service Excellence (ASE) Certification for more than one year may be eligible for 10% above the regular rate of pay so long as the certification remains current for all disciplines listed under Premium Code 15. Qualified employees receiving this premium are not eligible for the Automotive Service Master Technician incentive outlined in Premium Code 15.
26. MID-LEVEL PROJECT PREMIUM- 10%
An employee assigned to lead a mid-level project(s) for a limited duration; and, the duties of this position are assigned by the Appointing Authority or Department Head and approved by the Personnel Director. Project Leads may be 10% above the regular rate of pay subject to the following conditions:
- A. Request for assignment pay must be made by an Appointing Authority stating the nature and duration of the assignment.
 - B. Assignment must be temporary and vital.
- This premium may be used for an LPN trained in and performing MDS (Minimum Data Sets) duties for Jefferson Rehabilitation and Health Center.
27. PROFESSIONAL CERTIFICATION – 5%
An employee who possesses a certification directly related to his or her profession may be eligible for one premium-step above his or her regular pay step. The certification must meet all criteria listed below and must be approved by the Appointing Authority:

- Be directly related to the responsibilities of the job.
- Be issued by a professional organization or oversight body that is considered within the field to be the industry standard.
- Requires recipients to take and pass a test to demonstrate acquisition of the targeted knowledge and/or skills.
- Requires continuing educational hours be performed for maintenance of the certification.
- Provides knowledge and/or skill above and beyond the minimum qualifications for the job.
- Not included as a compensable factor when establishing the pay grade for the job.

28. MINOR PROJECT PREMIUM – 5%

An employee assigned to lead a minor project(s) for a limited duration; and, the duties of this position are assigned by the Appointing Authority or Department Head and approved by the Personnel Director. Project Leads may be 5% above the regular rate of pay subject to the following conditions:

- A. Request for assignment pay must be made by an Appointing Authority stating the nature and duration of the assignment.
- B. Assignment must be temporary and vital.

30. DEPARTMENT HEADS & MANAGERS ASSIGNED TO MULTIPLE UNITS - 10%

A Department Head or Manager regularly assigned to manage multiple units may be paid 10% above the regular rate of pay.

90. PROJECT LEAD PREMIUM - 15%

An employee assigned to lead high-level, multi-faceted project(s) of a managerial nature for an extended duration; the duties of this position are assigned by the Appointing Authority or Department Head and approved by the Personnel Director. Project Leads meeting this definition may be paid 15% above the regular rate of pay subject to the following conditions:

- A. Request for assignment pay must be made by an Appointing Authority stating the nature and duration of the assignment.
- B. Assignment must be temporary and vital.

MEDICAL PREMIUM CODES

**FLEXIPOOL LICENSED PRACTICAL NURSES (LPN'S),
REGISTERED NURSES (RN'S) & PHARMACISTS**

100	FLEX-STAFF LPN'S, RN'S, Pharmacists and/or Clinical Pharmacists on the "flex staff".	125%
105	PREMIUM 130% LPN'S and RN'S assigned to specialty areas as follows: Emergency Room, Intensive Care Unit, Labor and Delivery, Recovery, and Surgery.	130%
110	SUPERVISOR/FLEXIPOOL LPN'S and RN'S temporarily assigned as a supervisor	130%
115	PREMIUM 135%	135%

LPN'S and RN'S assigned to one of the specialty areas and temporarily assigned as a supervisor

BAYLOR LPN'S & RN'S

130	BAYLOR-STAFF LPN'S and RN'S on the Baylor Staff	150%
135	SPECIALITY/BAYLOR LPN'S and RN'S assigned to specialty areas as follows: Emergency Room, Intensive Care Unit, Labor and Delivery, Recovery, and Surgery	155%
140	SUPERVISOR/BAYLOR LPN'S and RN'S temporarily assigned as a supervisor ⁽¹⁾	155%
145	PREMIUM 160% LPN'S and RN'S assigned to one of the specialty areas and temporarily assigned as a supervisor	160%

⁽¹⁾ Someone temporarily filling in for a charge nurse or higher rated nursing position. Pay differential begins only after the nurse has assumed the duties in excess of an eight (8) hour period.

*Accredited refers to colleges and universities or other institutions of higher education accredited by an accrediting body recognized by either the Council for Higher Education (CHEA) or the U.S. Department of Education. These institutions may be identified at www.chea.org and/or www.ope.ed.gov/accreditation/ or by calling Records Management at 279-3540.