

New Jersey Department of Transportation
CONSTRUCTION ADVISORY

NUMBER: 30	RE SPECIAL RATE OF PAY	11/20/2017
CATEGORY: Office		

This Construction Advisory is issued to provide clarification regarding the eligibility and duration of the RE special rate of pay.

The Compensation Compendium (CC) (available at the following link: <http://www.nj.gov/csc/about/publications/pdf/Compendium.pdf>) addresses the RE special rate of pay.

Eligibility

REs on New Jersey Department of Transportation construction projects who are in charge of all aspects of a construction project from start to finish, and are on call on a seven-day, 24-hour basis are eligible for special rate of pay.

Incumbents, serving in any of the eligible titles listed in the CC, will be assigned to serve as REs based on the suitability of their title and experience with the size and complexity of the projects.

The special rate of pay represents 5% of the average daily rate for each day served. This payment is made twice yearly on or about the first and fourteenth supplemental pay periods of the calendar year. A personnel transaction will be submitted for each individual showing a lump sum equaling 5% of the employee's average daily rate for the period, times the number of workdays for the period.

Duration of payments will be as follows:

The RE special rate will go into effect on the date of the Preconstruction Conference (detailed in the Construction Procedures Handbook (CPH), Section III, Subsection A). The special rate will cease 30 days after the last Corrective Action Inspection that identifies corrective action needed to accept the project. If no Corrective Action Inspection is required for the project, the RE special rate ceases 30 days after the Acceptance Inspection. The Corrective Action Inspection and the Acceptance Inspection are detailed in the CPH, Section VII, Subsection A.

The Region offices are responsible for requesting payment for the RE special rate of pay by providing the Directors office with a list of REs who met the eligibility criteria and the number of days they met the duration criteria. The Directors office compiles the list and sends it to the CPM personnel office.

Should it be determined that an employee did not receive a correct RE special rate of pay for the specified period, a RE special rate of pay request can be sent in after the due date.

Under no circumstances should a RE special rate of pay request be made in anticipation that work will be added to the Contract after the last corrective action inspection.

Special Notes:

- 1) If a Traffic Engineering Signal Acceptance inspection occurs after the last Corrective Action Inspection but before the Acceptance Inspection and corrective work or New Work is added to the Contract, the date of the Acceptance Inspection plus 30 days is the last day of the RE special rate of pay.
- 2) If a Traffic Engineering Signal Acceptance inspection occurs after the Acceptance Inspection and corrective work or New Work is added to the Contract, the date of the last Corrective Action Inspection of the traffic signal corrective work or New Work plus 30 days is the last day of the RE special rate of pay.
- 3) If a RE will be on leave for a duration of three weeks or longer, the Field Manager will temporarily assign another employee as RE and the employee who is on leave will not receive the special rate for the leave period. The employee temporarily assigned, as RE is eligible for the special rate. However, only employees with an eligible title should be assigned. A Field Manager as RE for the employee on leave will not be eligible for the special rate.



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