

808.10 SUBJECT: SHIFT DIFFERENTIAL

:1 OBJECTIVE:

Provide additional compensation for work performed between 5:00 p.m. and 7:00 a.m. This procedure applies to all non-bargaining unit employees in permanent full time or permanent part time positions except where otherwise provided by bargaining unit agreements.

:2 AUTHORITY:

This procedure amended by City Council October 7, 2019, Item A-3.

:3 DIRECTION:

Human Resources Director, as an appointed official, serves at the pleasure of the Mayor, and receives direction through the Chief Administrative Officer (CAO) or designee.

:4 METHOD OF OPERATION:

A. Definitions

The following terms, for the purpose of this procedure, shall mean:

1. ***Authorized Differential Position*** – Position so designated by the Human Resources Director.
2. ***Differential Hours*** – 5:00 p.m. to 7:00 a.m.
3. ***Normal Work Shift*** – Regularly scheduled non-overtime work hours assigned in advance.
4. ***Shift Differential Pay*** – Effective the first pay period after adoption, payment of \$1.00 per hour for hours actually worked by an employee assigned to an authorized differential position.

B. Policy

The procedure stated herein applies only to positions designated and approved as differential positions.

To qualify for shift differential, the majority of the normal work shift must fall between the hours of 5:00 p.m. to 7:00 a.m. For Example, if shift hours are 3:00 p.m. to 11:00 p.m., six of the eight hours fall within the differential time frame; therefore, shift differential will be paid for the entire shift.

If the workweek consists of a combination of day and evening shifts, the differential will be paid only for the days of scheduled evening and night shifts. For example, if shift hours are 11:00 p.m. – 7:00 a.m. for three days, and 8:00 a.m. – 5:00 p.m. for two days, shift differential will be paid for the three days only. Employees will receive shift differential pay for the evening and night shifts actually worked and will not be entitled to it during time off, such as holidays, personal leave, sick leave, etc.

Shift differential shall apply to overtime hours only when actually worked. Even when overtime hours are compensated with compensatory time (see 808.35) in lieu

of pay, the employee will be granted shift differential in accordance with this policy.

C. Designation of Shift Differential Position

1. Requests for shift differential positions should be made during the annual budget process.
2. Should circumstances within a department require the designation of a shift differential position at a time other than during the annual budget process, a written request will be sent by the Office Head/Division Manager through the Department Director to the Human Resources Director and provide the following information.
 - a) Justification for the request.
 - b) Number of existing shift differential positions in the department, office, and division.
 - c) Duties of position and cost center.
 - d) Duration and hours of assignment (e.g., permanent 40 hour assignment 6:00 p.m. to 2:00 a.m., or special one-time project for three months, 4:00p.m. to 11:00 p.m.).
 - e) Estimated additional annual cost.
 - f) Certification by Department Director as to the availability of funds for the remainder of the Fiscal Year.
 - g) Approval of the Department Director.

Shift Differential, if approved, becomes effective at the beginning of the pay period following notification by the Human Resources Division.

D. Temporary Assignment To A Shift Differential Position

An employee temporarily assigned to work in an authorized differential position (to which another employee is normally assigned) may receive the shift differential pay for the shift actually worked.

The payment of shift differential shall be limited to the number of shift differential positions authorized.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

City Council minutes of May 26, 1969; procedure adopted by City Council June 2, 1969, Item 18; amended June 2, 1975, Item 40; amended September 12, 1977, Item 15; amended November 14, 1977, Item 6; procedure renumbered from 708.10 to 808.10 and amended January 21, 1985, Item 21A-24; amended February 3, 1986, Item 10A-3; amended December 28, 1987, Item 14A-23 amended April 6, 1992, Item 2(II); amended

June 21, 1993, Item 2-P; amended March 11, 1996, Item 3 KK; amended November 18, 1996, Item Z; amended April 3, 2000, Item 2PPP; amended December 2, 2002, Item A18; amended September 15, 2003; re-formatted only April 2004; amended December 13, 2004, Item A8; amended December 11, 2017, Item A-4.; amended October 7, 2019, Item A-3.

:8 EFFECTIVE DATE:

This procedure effective October 7, 2019.