Policy # **127.1**	Approval Date: 08/05/2014, 05/09/23
Policy Title**: Shift and Weekend Differential Pay**	Effective Date: 12/29/2023, 01/01/2024, 5/30/24, 1/1/25, 01/01/2026; 1/8/26,1/1/27
Owner **Human Resources Committee**	Revision Date(s): 12/21/2021, 01/24/2023, 05/09/23; 05/14/2024, 06/25/24, 07/08/25, 01/13/26, 10/28/26

I. PURPOSE

The purpose of this policy is to clarify payment of shift and weekend differential pay for non-exempt personnel for the various departments.

II. POLICY

Policies for specific departments are noted in the following paragraphs. Eligibility is determined by employee's current position. Shift differential is payable only for actual hours worked during designated shift periods. For shift swaps or trades; the employee working the shift will receive the shift differential for the hours worked.

III. GUIDELINES

A. Clearview Employees

1. Shift Differential

   a. Clearview employees in the following positions will be eligible for shift differential for working a PM and/or NOC shift: Household Assistant I, Household Assistant II, Nurse Tech, Licensed Practical Nurse, and Registered Nurse.

   b. For purposes of this policy, a PM shift is defined as any shift that starts at 2:00 p.m. or after. A NOC (third) shift is defined as any shift that starts at 10:00 p.m. or after.

   c. A shift differential of two dollars ($2.00) per hour will be paid in addition to the employees set base wage, determined by employee's current position. Shift differential is payable only for actual hours worked during the PM and/or NOC shift.

   d. Dietary staff (with the exclusion of Food Service Worker Students), Life Enrichment Assistants, LPN's and RN's working a cross-shift are eligible for the two dollars ($2.00) per hour shift differential for time worked beginning at 2:30p.m.

2. Weekend Differential

   a. Clearview employees regularly scheduled to work weekends as part of the work rotation, will be eligible for weekend differential. For purposes of weekend differential, a weekend is defined as a shift that starts on or after 10:00 p.m. on a Friday and ending at 10:30 p.m. on a Sunday.

   b. Weekend differential will be paid at three dollars ($3.00) per hour in addition to the employee's set base wage, determined by employee's current position.

Weekend differential is payable only for actual hours worked on a weekend as defined by this policy.

c. Employees will be eligible for both shift differential and weekend differential if working a qualified shift simultaneously as defined by this policy.

B. Physical Facilities Maintenance (Non-Clearview)

1. Shift Differential

a. Split Shift: 12:00 p.m. to 2:00 p.m. will receive a forty cent ($.40) per hour shift differential for hours worked.

b. Second Shift: 2:00 p.m. to 4:30 a.m. will receive a fifty cent ($.50) per hour shift differential for hours worked.

c. Shift differential is payable only for actual hours worked during designated shift periods

2. Weekend Differential

a. Weekend differential will be paid at two dollars ($2.00) per hour in addition to the employee's set base wage, determined by employee's current position. Weekend differential is payable only for actual hours worked on a weekend as defined by this policy. For purposes of weekend differential, a weekend is defined as a shift that starts on or after 6:00 p.m. on a Friday and ending at 6:00 a.m. on a Monday.

b. Employees will be eligible for both shift differential and weekend differential if working a qualified shift simultaneously as defined by this policy.

C. Sheriff's Office

1. Non-Association Employees

a. Shift Differential

1. 12-hour Swing Shift: An employee shall receive an additional fifty cent ($.50) per hour shift differential for each hour worked whose scheduled shift is designated as a swing shift assignment with an identified start and end time. Swing shift assignments will commence between 10:00 am and 4:00 pm.

2. 12-hour Night Shift: An employee shall receive an additional seventy-five cent ($.75) per hour shift differential for each hour worked whose scheduled shift is designated as a night shift assignment with an identified start and end time. Swing shift assignments will commence between 5:00 pm and 4:00 pm.

3. 8-hour Evening Shift: An employee shall receive an additional fifty cent ($.50) per hour shift differential for each hour worked whose scheduled shift is designated as an evening shift assignment with an identified start and end time. Evening shift assignments will commence between 12:00pm and 7:00pm

b. Weekend Differential (Non-Administration Jail,911 Communications, and Lieutenants)

1. Weekend differential will be paid at two dollars ($2.00) per hour in addition to the employee's set base wage, determined by employee's current position. Weekend differential is payable only for actual hours worked on a weekend as defined by this policy. For purposes of weekend differential, a weekend is defined as a shift that starts on or after 6:00 p.m. on a Friday and ending at

6:00 a.m. on a Monday. For Lieutenants, a weekend is defined as a shift that starts on or after 5:00 p.m. on a Friday and ending at 6:00 a.m. on a Monday

2. Employees will be eligible for both shift differential and weekend differential if working a qualified shift simultaneously as defined by this policy.

2. Sworn Association

Please refer to the Sworn Association Agreement for information regarding shift differentials.

D. Land Resources and Parks - Seasonal

1. Weekend Differential

a. Weekend differential will be paid at two dollars ($2.00) per hour in addition to the employee's set base wage, determined by employee's current position. Weekend differential is payable only for actual hours worked on a weekend as defined by this policy. For purposes of weekend differential, a weekend is defined as a shift that starts on or after 6:00 p.m. on a Friday and ending at 6:00 a.m. on a Monday.

b. Employees will be eligible for both differential holiday and weekend differential if, working a qualified holiday simultaneously as defined by this policy. See also Holiday Policy

IV. PROCEDURE

None