

**Subject:**                   **SHIFT DIFFERENTIAL**

**Date:**                      August 17, 2006

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**Replaces Policy Dated:** July 7, 2004

**PURPOSE:** To establish the conditions under which Pinal County employees may be additionally compensated for work during evening and night shifts.

**STATEMENT OF POLICY:** Under specified circumstances and controlled conditions, Pinal County employees may be granted shift differential pay.

**SCOPE:** This policy applies to all employees of Pinal County with the exception of certified law enforcement officers, detention officers (Adult and Juvenile) and those in seasonal temporary positions including, but not limited to, highway maintenance, Sheriff, Detention, and Parks and Recreation.

**PROCEDURE:** Shift differential will be credited to an employee's hours worked when one of two conditions are met:

1. If a minimum of five hours is worked between 5:00 p.m. and 5:00 a.m., an eligible employee will be compensated at a 10% premium over base hourly rate for time worked between those hours.
2. If an employee works a full 40-hour workweek on a shift, which would normally qualify for shift differential regardless of the hours, worked on any given day.

Shift differential is paid only for time worked; it will not be paid when an employee is on leave of any type, when observing a holiday, or off duty on compensatory time. However, employees who have been assigned to evening and/or night shifts continuously for twenty-six consecutive pay periods will be compensated for non-worked time (leave, holidays, and compensatory time off) at the 10% premium over base hourly rate following the completion of such twenty-six consecutive pay periods.

Employees who have worked twenty-six consecutive pay periods may continue to be compensated for non-worked time (leave, holidays, compensatory time off) at the 10% premium over base hourly rate if:

1. They are scheduled to attend mandatory training, which only occurs during the day, and are immediately returned to a qualifying shift upon completion of training.
2. They are scheduled, at the Appointing Authorities request, to fill a bona-fide vacancy on day shift due to an employee absence. Such instances are expected to be highly infrequent and should not exceed one day per quarter.

Retroactive adjustments to shift differential for any reason will only be made for the preceding 30-day period.