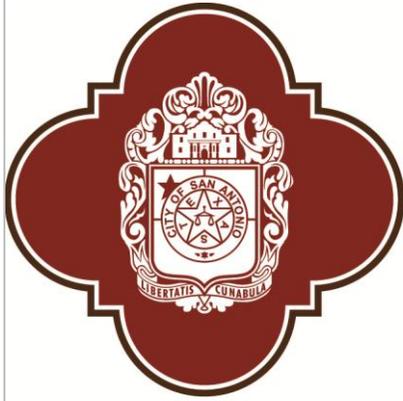


# CITY OF SAN ANTONIO



|                                 |  |
|---------------------------------|--|
| <b>Administrative Directive</b> | <b>AD 4.13D Shift Differential Pay</b>   |
| <b>Procedural Guidelines</b>    | Guidelines to ensure consistent application of shift differential compensation |
| <b>Department/Division</b>      | Human Resources, Classification and Compensation                               |
| <b>Effective Date</b>           | November 12, 1983  |
| <b>Revision Dates</b>           | 11/1/91, 10/1/95, October 1, 2008  |
| <b>Review Date</b>              | May 18, 2014   |
| <b>Project Manager</b>          | HR Class & Comp. Administrator   |

## Purpose

The purpose of this administrative directive (AD) is to ensure a standardization of policy regarding *shift differential pay*.

## Policy

It is the policy of the City of San Antonio's (City) to provide *shift differential pay* when applicable, to non-exempt employees.

This AD does not apply to those employees who are defined as exempt under the Fair Labor Standards Act, Chapter 29, Code of Federal Regulations, and Part 553. This AD also does not apply to certified Firefighters or Police Officers governed by collective bargaining agreements.

## Policy Applies To

|   |   |
|---|---|
| <input type="checkbox"/> External & Internal Applicants                             | <input checked="" type="checkbox"/> Non-Exempt Temporary Employees    |
| <input checked="" type="checkbox"/> Full-Time Non-Exempt Employees                  | <input type="checkbox"/> Volunteers                                   |
| <input checked="" type="checkbox"/> Part-Time Non-Exempt Employees                  | <input checked="" type="checkbox"/> Grant-Funded Non-Exempt Employees |
| <input type="checkbox"/> Paid and Unpaid Interns                                    | <input checked="" type="checkbox"/> Police and Fire Academy Trainees  |
| <input type="checkbox"/> Uniformed Employees Under Collective Bargaining Agreements |   |

## Definitions

|                                      |   |
|--------------------------------------|---|
| <b><u>Shift Differential Pay</u></b> | A specified rate of premium pay paid to a non-exempt employee in addition to their regular salary not otherwise compensated by another form of premium pay (i.e. overtime, compensatory time, higher class pay). <i>Shift differential pay</i> is paid if fifty percent or more of the <i>assigned shift</i> falls during the hours of 4:00 p.m. to 12:00 a.m. or 12:00 a.m. to 8:00 a.m. |
| <b><u>Assigned Shift</u></b>         | A scheduled period of hours assigned to employees during which they are expected to perform assigned duties.  |

## Policy Guidelines

### Rate of Differential Pay

If fifty percent (50%) or more of the employee's *assigned shift* falls between 4:00 p.m. and 12:00 a.m. (midnight) the rate of differential pay will be fifty cents (\$0.50) per hour for all hours worked during that *assigned shift*.

If fifty percent (50%) or more of the employee's *assigned shift* falls between 12:00 a.m. (midnight) and 8:00 a.m. the rate of differential pay will be one dollar (\$1.00) per hour for all hours worked during that *assigned shift*.

If the employee's *assigned shift* overlaps equally the above two scenarios with fifty percent (50%) of the *assigned shift* in each (e.g. 8:00 p.m. to 4:00 a.m. shift), the *shift differential pay* will be one dollar (\$1.00) for all hours worked.

*Shift differential pay* is paid only for hours actually worked, and applies to regularly scheduled *assigned shifts* – not overtime shifts.

*Shift differential pay* is paid in addition to premium pay provided for worked holidays.

## Roles & Responsibilities

### Employees

It is the employee's responsibility to report any discrepancies in pay to their supervisor as soon as the discrepancy is discovered.

It is the employee's responsibility to read the administrative directive and sign the attached acknowledgment form (Attachment A).

### Human Resources

The Human Resources Department will be responsible for monitoring this AD, providing interpretations, and clarifying any regulations.

### Departments

Department Directors shall be responsible for ensuring compliance with this AD and maintaining accurate payroll records and employee schedules for all non-exempt employees.

Department Time and Attendance Specialists shall use the City payroll/personnel system for record keeping of employee's work schedules, and ensure that employee payroll check stubs are accurate.

This directive supersedes all previous correspondence on this subject and replaces Administrative Directive 4.12 Shift Differential Pay. Information and/or clarification may be obtained by contacting the Human Resources Department.



## CITY OF SAN ANTONIO

### EMPLOYEE ACKNOWLEDGMENT FORM FOR

#### ADMINISTRATIVE DIRECTIVE 4.13D Shift Differential Pay

**Employee:**

I acknowledge that on \_\_\_\_\_, 20\_\_\_\_, I received a copy of Administrative Directive 4.13D Shift Differential Pay. I understand if I should have any questions I should contact my Human Resources Representative.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee SAP ID Number

Attachment A  
Personnel File (original)