

| ADMINISTRATIVE PROCEDURE MANUAL | | |
|---|---------------|---------------------|
| SECTION TITLE | NUMBER | PAGE |
| SHIFT DIFFERENTIAL PAY | 03-0913 | 1 OF 1 |
| BASED ON BOARD OF TRUSTEES' RULE AND TITLE | | DATE REVISED |
| 6Hx7-3.3 Pay Plan | | November 21, 2016 |

Purpose

The purpose of this procedure is to provide information on the eligibility for and payment of shift differential pay.

Procedure

- A. Full-time and regular part-time career employees who are approved, assigned and perform duties on a regular basis between the hours of 5:00 p.m. and midnight shall be granted a shift differential pay increase of three percent (3%) over the hourly rate. For those personnel so assigned to work a majority of the regular workweek’s hours between midnight and 6:00 a.m., a shift differential pay equal to six percent (6%) shall be granted.
- B. If the employee is in a classification that may require the performance of services on a round-the-clock basis every day of the year, and if holiday pay is authorized, such holiday pay shall include the shift differential, provided the employee performs such work in the shift period. Overtime pay shall be provided in accordance with applicable provisions of the Fair Labor Standards Act (FLSA).
- C. If an employee’s service is only required for an emergency situation, no shift differential pay would be included in the overtime pay.

REFERENCES: F.S. 1001.64, 1001.65, Fair Labor Standards Act (FLSA)

Adopted Date: June 27, 2012
 Revision Date: January 28, 2014, November 21, 2016