



SECTION:

ADMINISTRATIVE POLICY 22

TITLE: Specialty Pay Rates

I. PURPOSE AND SCOPE

This policy provides direction for determining when shift differential pay may be warranted. This policy applies to all regular, full-time, non-exempt employees.

II. POLICY STATEMENT

It is City of Avondale (City) policy to compensate qualified employees for inconvenience experienced when assigned to shifts that fall outside of the regularly scheduled daytime shift. Regular, full-time, non-exempt employees who are scheduled to work between 9:00 p.m. and 4:00 a.m. shall receive differential pay.

III. DEFINITIONS

A. Shift differential pay: The premium pay added to regular pay for regular, full-time, non-exempt employees when regularly scheduled to work between 9:00 p.m. and 4:00 a.m.

IV. POLICY PROVISIONS

A. A Shift Differential shall be paid for regularly scheduled work shifts including any hours between 9:00 p.m. and 4:00 a.m. Employees shall be paid an additional hourly rate of:

1. \$0.35 per hour for hours worked between 9:00 p.m. and 12:00 a.m.;
2. \$0.50 per hour for hours worked between 12:01 a.m. and 4:00 a.m.

V. PROCEDURES

A. The eligible employee's supervisor is responsible for ensuring that the employee's biweekly time sheet is completed correctly to reflect the appropriate time.

VI. APPROVAL



Charles McClendon, City Manager

September 4, 2013

Date of City Manager's Approval