

<b>Section: Human Resources</b>	<b>Attachment(s):</b>
<b>Policy #:</b>	
<b>Effective Date: 04/29/2018</b>	
<b>Adoption Date: 04/24/1997</b>	
<b>Revision Dates: 05/09/2002, 10/09/2003, 09/23/2004, 09/28/2006, 10/4/2006, 02/01/2007, 05/24/2007, 08/23/2007, 09/09/2009, 01/24/2013, 12/05/2013, 4/29/2018</b>	
<b>Issuing Department: Centre County Human Resources</b>	
<b>Responsible Officer: Human Resources Director</b>	
<b>Required Review Period:</b>	

**Policy Statement:**

In addition to employee's regular rate of pay, the Board of Commissioners has established as extra compensation a variety of hourly rate differentials for eligible personnel in departments that operate on 24-hour, or non-traditional schedules.

**Provisions:**

- Departments approved to operate on 24-hour, or non-traditional schedules are limited to Emergency Communications, Emergency Services, Facilities Management, Correctional Facility, Sheriff, DUI Court and Drug Court.
- Because these departments have special operational needs, the type of differentials available to employees may vary. Some conditions and limitations apply.
- Employees must be assigned to one of these departments to receive hourly rate differentials, but not every employee in the department qualifies for extra compensation beyond their regular rate.
- Eligible employees will be compensated in accordance with the Fair Labor Standards Act (FLSA) Amendments of 1985. These include non-exempt employees, along with any exempt personnel authorized by the Board.
- Week-end differentials are recognized from time period 11:00 p.m. Friday to 7:00 a.m. Monday. All differentials earned in excess of eight (8) hours shall be paid at a rate of time and one half.
- Shift differentials for second and third shifts are recognized between the hours of 3:00 p.m. to 7:00 a.m. For DUI Court and Drug Court shift differential begins at 5:00 p.m.

**Procedures:**

Department heads may establish, as necessary, flexible beginning and ending times for employees on any shift in order to meet operational needs.

There are currently four (4) types of approved hourly rate differentials:

1. Shift differential for 2<sup>nd</sup> and 3<sup>rd</sup> shifts only, seven (7) days a week, @ .25/hr.
2. Weekend differential (11:00 p.m. Friday – 7:00 a.m. Monday), @ .40/hr.
3. Relief Supervisor differential for all shifts, seven (7) days a week, @ .25/hr.
4. Kitchen Supervisor differential for all shifts, seven (7) days a week, @ .25/hr.

5. Security Officer Transport differential, seven (7) days a week, @1.25/hr.
6. Specialty Court Probation Officers, weekdays after 5:00 pm and weekends, @ .40/hr.

These differentials apply to each department as follows:

**Emergency Communications:** Shift, Weekend, and Relief Supervisor differentials for eligible personnel.

**Facilities Management:** Shift and Weekend differentials for eligible personnel.

**Correctional Facility:** Shift and Weekend differentials for eligible personnel.

**Sheriff:** Shift differentials for eligible personnel.

**Sheriff Security Officers:** for performing the duty of transporting of inmates.

**DUI Court/Drug Court:** Weekday hours after 5:00 p.m. and weekends for Specialty Court Probation Officers.

- Employees assigned to hours which overlap into the evening or night shifts shall be paid a shift differential for their assigned hours which fall into the evening or night shifts.
- For purposes of clarity, the three main work shifts consist of a) 1<sup>st</sup> shift/days b) 2nd shift/evenings and c) 3<sup>rd</sup> shift/nights.
- Shift Differential will not be paid for positions that only have one shift. Example: Administrative support staff typically work one (1) daylight shift. No shift differential is paid for hours worked beyond the normal schedule.

**Related Policies:**