



ADMINISTRATIVE DIRECTIVE

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| SHIFT DIFFERENTIAL PAY RATES | NUMBER 2.01-1B | PAGE 1 of 2 |
| | EFFECTIVE DATE July 1, 2015 | |

I. PURPOSE

Shift Differential is a category of premium pay for eligible non-exempt employees for all hours worked during designated hours. This directive sets forth eligibility and rate for Shift Differential.

II. ELIGIBILITY FOR SHIFT DIFFERENTIAL PAY

Non-exempt permanent and probationary employees shall be eligible for Shift Differential pay, for actual hours worked between the hours of 6:00 PM and 6:00 AM.

Shift Differential pay will not be paid for time that is charged to:

- Sick Leave
- Vacation Leave
- Floating Holiday
- Holidays (unless hours are actually worked on the holiday)
- Sick Leave incentive day (Personal Leave)
- Compensatory Time (CTUSE)
- Leave without Pay (LWOP)
- Accident Compensation time for work-related illnesses or injury

III. EMPLOYEES NOT ELIGIBLE FOR SHIFT DIFFERENTIAL PAY

- A. Employees exempt from overtime compensation in accordance with Administrative Directive 2.01-2, Overtime Policies.
- B. Non-permanent employees.
- C. Employees on leave (including Family Medical Leave and Military Leave).
- D. Employees covered by the collective bargaining agreement with the Tucson Fire Fighters Association.

IV. SHIFT DIFFERENTIAL PAY RATE

All eligible employees who have worked hours described in Section II, and reported the work as described in Section V, shall receive compensation at the rate of \$1.00/hour.

