



**ADMINISTRATIVE DIRECTIVE**

<b>SHIFT DIFFERENTIAL PAY RATES</b>	NUMBER <b>2.01-1B</b>	PAGE <b>1 of 2</b>
	EFFECTIVE DATE <b>July 1, 2015</b>	

**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 III, and reported the work as described in Section V, shall receive compensation at the rate of \$1.00/hour.



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**V. RECORDING SHIFT DIFFERENTIAL PAY**

The Bi-Weekly Payroll Timesheets shall be completed in compliance with instructions established by the Finance Department and shall reflect the number of hours each employee is entitled to Shift Differential pay.

**VI. WEEKEND DIFFERENTIAL PAY**

AFSCME-eligible employees (labor and trades employees) scheduled to work a weekend day as part of their regular schedule will be paid \$1.20 for each weekend hour worked. Weekend differential will not be paid for unscheduled call-outs, stand-by/on-call, or scheduled overtime which occurs on a weekend day.

**Forms**

None

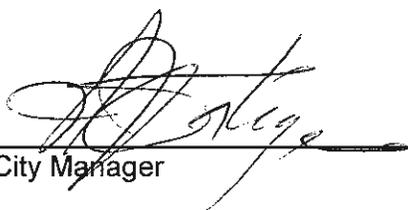
**Related ADs and other documents** (this list comprehensively relates to the entire AD compensation series)

Tucson City Code Chapter 10  
2.01-2, Overtime  
Labor Agreements

**Review Responsibility and Frequency**

The Human Resources Director will review this directive annually, based on date of publication. Last review date: 07/01/2007.

**Authorized**

  
\_\_\_\_\_  
City Manager

  
\_\_\_\_\_  
Date