

College Operating Procedures (COP)



Procedure Title: Shift Differential
Procedure Number: 04-0503
Originating Department: Office of Human Resources

Specific Authority:

Board Policy n/a
Florida Statute
Florida Administrative Code

Procedure Actions: Approved: 05/24/2023

Purpose Statement: To establish a procedure to administer shift differential for members of the FSWPD who work evening or night shifts.

Guidelines:

Shift differential pay may be made to a member of the FSWPD as a financial incentive and compensation for working an established evening or night shift for the benefit of the college as required by the operational needs of the department.

I. Shift Differential Pay

Non-exempt staff of the FSWPD required to work an evening or night shift will receive \$1 per hour shift differential.

- A.** A qualifying shift is defined as hours worked between 6:00pm – 6:00am.
- B.** An employee who works any part of a qualifying shift is eligible for shift differential on a prorated basis.
- C.** In an overtime situation where the employee continues working from a non-qualifying shift into a qualifying shift, the employee is eligible for a shift differential for the portion of the qualifying shift in which the overtime occurs.
- D.** The shift differential rate is included in the calculation of the employee's regular rate of pay for purposes of computing overtime.
- E.** A member need not work the established shift on a regular basis to be eligible for the shift differential pay.
- F.** Shift differential pay will not be made for non-work hours such as vacation, sick, personal, administrative or holiday leave.
- G.** Shift differential pay will not be included in the calculation of employee's benefits such as retirement.