

## EXHIBIT A



City of Meridian
Standard Operating Procedures
Number 3.4.6

### CHANGES TO THESE PROCEDURES REQUIRE COUNCIL APPROVAL

#### Shift Differential Duties and Compensation

##### Purpose:

To establish the City's procedures regarding shift differential pay for eligible employees working non-standard shifts.

##### Procedures and Related Information:

- a. Employees are eligible for shift differential pay during their probationary period if regularly assigned to the swing/night shifts.
    - a. Employees participating in the Police FTO program are not eligible for shift differential pay while in this program. Once these employees complete the program, they are eligible if they are regularly assigned to a swing/night shift.
  - b. Shifts/schedules will not be altered or changed for the sole benefit of obtaining shift differential pay.
  - c. Temporary shift coverage – if a department supervisor deems swing or night shift coverage is needed for a short-term, temporary basis (shift coverage based on minimum staffing requirements), they may temporarily assign another employee to a swing or night shift. The employee, who is providing fill-in coverage, will be eligible for shift differential pay.
  - d. Shift differential pay will only apply to hours worked. All other types of leave, such as sick, vacation, holiday, civil duty, bereavement, paid administrative leave, wellness, parental leave, or any other leave type, will not be paid at the shift differential rate but at the employee's regular rate.
  - e. Shift differential pay will be applied to the employee's regular hourly rate, not at their overtime rate, if applicable.
- II. Exceptions:
- a. Shift differential pay does not apply during City authorized training or travel events.
  - b. The Department may move an employee, at any time and without notice, off swing/night shift to accommodate necessary training, and necessary daytime work duties such as court, shift coverage, or events. Employees will not be paid shift differential pay for hours worked outside the defined shift hours.
- III. Shift Differential Hours
1. Shift differential pay will be provided to eligible employees based on the following:
    - A three (3%) percent shift differential is paid to employees in an eligible classification for all hours of a shift worked when that shift begins after 1:00 p.m.

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- A five (5%) percent shift differential is paid to employees in an eligible classification for all hours of a shift worked when that shift begins after 7:00 p.m.

### IV. On-Call/Call Out:

1. Shift differential pay does not apply to hours earned via on-call/standby or hours earned during a call-out, regardless of the hours that the call out occurs. The additional compensation for these types of hours is covered under Policy/Procedure 3.4.5 and Police 1034, (On-Call/Call Out Duties and Compensation).