



Mayor Robert E. Simison

City Council Members:

Luke Cavener, President
Liz Strader, Vice President
Brian Whitlock
Doug Taylor
John Overton
Anne Little Roberts

MEMORANDUM

TO: Mayor Robert Simison, City Council
FROM: Debbie Hoopes, Human Resources Director
CC: Bill Nary, City Attorney & Risk Manager, Laurelei McVey, Public Works Director, Steve Siddoway, Parks Director, Tracy Basterrechea, Police Chief
DATE: 12/11/2024
RE: New Policy and Procedure – 3.4.6 Shift Differential Duties and Compensation

Summary

The City of Meridian has struggled to recruit and retain staff for critical 24/7/365 operations in its police department and wastewater treatment facilities. Since the Wastewater Treatment Plant began 24-hour staffing in 2021, high turnover in night shift positions has resulted in 11 vacancies and increased retraining costs. Similarly, police recruiters face stiff competition from other agencies offering shift differential pay.

Shift differential pay—typically 3% for swing shifts and 5% for night shifts—compensates employees for working undesirable hours, improving recruitment, retention, and staffing levels. A 2023 analysis by Public Works, Police, and HR confirmed that such policies are standard for continuous operations. A study by SHRM (Society for Human Resource Management) shows that 92% of organizations nationwide provide a shift differential to employees.

Recommendation: Approve the adoption of a shift differential policy to enhance staffing stability and competitiveness.

