



EL PASO COUNTY SHIFT DIFFERENTIAL POLICY

Adopted Date: October 24, 2016
Revised Date: December 14, 2020

This policy serves as the shift differential policy for County departments in which FLSA non-exempt employees are scheduled on a regular, rotating or sporadic basis to work during the evening or graveyard shifts.

I. Policy

County employees who are assigned, ordered, or volunteer to work a shift for at least four (4) consecutive hours that begins on or after 4:00 p.m. shall work the “evening” shift. County employees who are assigned, ordered, or volunteer to work a shift for at least four (4) consecutive hours that begins on or after 12:00am (midnight), shall work the “graveyard” shift. Non-exempt employees working either of these two shifts are eligible for shift differential pay.

II. Eligibility

Positions must be temporary, or regular full-time or part-time County non-exempt employees.¹

III. Procedure

- A. The evening shift differential applies to hours consecutively worked between 4:00pm and 12:00am midnight. (Minimum of 4 hours must be consecutively worked during this time frame.) Employees will be paid an evening shift differential of \$0.35 for each hour worked during this time. Hours worked within this timeframe shall be coded to SDA, and shall be verified and approved by the immediate supervisor.
- B. The graveyard shift differential applies to hours consecutively worked between 12:00am midnight and 8:00am. (Minimum of 4 hours must be consecutively worked during this time frame.) Employees will be paid a graveyard shift differential of \$0.70 for each hour worked during this time. Hours worked within this timeframe shall be coded to SDB, and shall be verified and approved by the immediate supervisor.
- C. Employees shall not be eligible to receive both the “evening” shift differential pay and the “graveyard” shift differential pay for the **same** hours of work. However, if an employee works through parts of both shifts, the employee shall code their time properly to reflect the hours worked in **each** shift. **Example:** If an employee is scheduled from 7:00 p.m. to 7:00 a.m., the employee would code their time from 7:00 p.m. to 12:00 a.m. (5 hours) to SDA. The employee would then code their time from 12:00 a.m. to 7:00 a.m. (7 hours) to SDB.
- D. All differentials paid to employees will be included in the employee’s regular rate for purposes of comp time accrual calculation.

IV. Exclusions

- A. Exempt employees are not eligible for shift differential pay.
- B. Shift differential pay will not be paid for hours not worked.
- C. Funding has been set aside for the Shift Differential Program; however, Commissioners Court has final approval of shift differentials and may rescind when conditions warranting the pay premium are no longer applicable or funds are no longer available.

¹ This policy does not apply to employees covered by a collective bargaining agreement.
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- D. Employees with questions regarding shift differential pay should contact their immediate supervisors, or the Human Resources Office.