



Medina County Policy Manual



Policy: Shift Differential County Home	Section: Pay Practices	Number: 3.040
Issued: 09/17/07	Reviewed/Revised: 5/31/11 Res #11-0529	Page #: 1 of 2

A. ELIGIBILITY & SCOPE

1. Applies to all hourly non-exempt full and part time employees hired to work at the Medina County Home.
2. Shift differential will be paid for **HOURS ACTUALLY WORKED**.
 - a. In addition, full time employees will continue to receive shift differential for all hours paid as holiday, vacation, personal day, funeral leave and jury duty.
 - b. Shift differential will not be paid for hours taken as sick leave.
 - c. Part time employees will receive their shift differential for all hours as identified for full time employees with the exception of vacation and personal day, benefits which part time employees are ineligible.
3. Staff working beyond their regular scheduled shift where such hours qualified for shift differential will continue to receive the shift differential that was paid on their original shift.
4. Staff members called in prior to their scheduled shift where such hours would normally qualify for shift differential shall receive the shift differential amount normally paid on their scheduled shift for these additional hours.
5. Staff members called in prior to their scheduled shift where shift differential is **NOT** paid, ex. A 3 p.m. - 11:00 p.m. employee reports for duty at 11 a.m., shall not be receive shift differential for the additional hours worked.
6. When an employee normally assigned an evening or night shift is temporarily re-assigned to a day shift for a period of four consecutive days or less, the employee shall continue to receive the appropriate shift differential from the shift on which they usually work.

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7. Shift differential pay must be included in determining overtime pay. When an employee works overtime during a workweek in which an employee receives shift differential pay, all overtime payments for that workweek will be calculated using the shift differential pay rate.
8. Employees are eligible to receive both weekend premium and shift differential when such hours meet the definition of this policy and that of the Weekend Bonus policy. ([See Policy 3.055](#))
9. All time is to be recorded in quarter hour increments.

B. SHIFTS DEFINED

1. **Evening Shift:** is regarded as the period of time from 3 p.m. to 11 p.m.
2. **Night Shift:** is regarded as the period of time from 11 p.m. to 7 a.m.

C. PREMIUM PAYMENT DEFINED

1. Employees working four (4) or more consecutive hours during the evening shift shall be paid a shift differential of \$0.50 per hour.
2. Employees working four (4) or more consecutive hours during night shift shall be paid a shift differential of \$0.60 per hour.