

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 62

December 21, 1979

TO: All Departments, Boards, Agencies, and Commissions

FROM: Reynard J. Rochon, Chief Administrative Officer

SUBJECT: SHIFT DIFFERENTIALS

1. PURPOSE.

The purpose of this memorandum is to announce the implementation of shift differentials for fulltime employees in the Classified Service.

2. ELIGIBILITY.

- A. All fulltime employees in the Classified Service, who by virtue of their assignments work a recurring or rotating eight (8) hour shift around the clock, shall be eligible for additional monetary compensation.
- B. All fulltime employees who normally begin regular work assignments between the hours 8:00 p.m. and 1:00 a.m. shall receive a shift differential of one (1) full salary step (subject to the maximum of the respective salary range) above their existing salary rate. This differential amounts to a 5% increase in pay.
- C. All fulltime employees who normally begin regular assignments between the hours of 2:00 p.m. and 8:00 p.m. shall receive a shift differential of one-half (1/2) salary step (subject to the maximum of the respective salary range) above their existing salary rate. The differential amounts to an approximated 2 ½% increase in pay.
- D. An employee who is eligible for overtime will be paid over-time based on the respective salary range and step for his respective class without consideration of shift differentials. In other words, shift differentials are not included in overtime computations. Also shift differentials are not included in holiday pay computations.
- E. The starting time of a shift shall govern the amount of shift differential to be paid throughout the entire shift, subject to the exclusion of leaves as defined in Rule IV, Section 1.6 (d), i.e. an employee starting work at 7:00 p.m. and finishing at 4:00 a.m. will be paid ½ step above his/her base pay for all regular hours worked; or an employee starting work at :00 a.m. and finishing at 10:00 a.m. will be paid one (1) step above his/her base pay for all regular hours worked.

- F. Annual leave, sick leave, and all other forms of leave included in Rule VIII, Section 2.1(d), (e), and (f), as well as civil leave, shall not be included in the provision of this shift differential.
- G. Employees participating in the Executive Administrative and Professional (EAP) Pay Policy are eligible for shift differentials.

3. PROCEDURES.

- A. Departments, boards, agencies and commissions shall submit a RAMS P-2 form on each fulltime employee eligible for shift differential. Forms shall be completed in accordance with attached sample. The appointing authority or his designated representative must sign the RAMS P-2 form.
- B. After the RAMS P-2 form is prepared, the department, board, agency, or commission should forward the P-2 forms to the Civil Service Department for processing by Thursday, December 27, 1979.
- C. The date for implementation of the shift differentials is Sunday, December 30, 1979.
- D. Dew pay codes have been established to accommodate shift differentials. Pay Code 54 will denote the 2½% pay differentials on the RAMS timecard. Pay Code 55 will denote the 5% pay differentials on the RAMS timecard. See attached samples.
- E. Pay for shift differentials will be reflected in the administrative and weekly payroll issued Friday, January 11, 1980. Pay for shift differentials will be reflected for the Police, and Fire payroll issued Friday, January 18, 1980.
- F. The new Civil Service rule is attached to this memorandum. This rule should be photocopied and distributed to the appropriate personnel.

4. EXEMPTIONS.

Any appointing authority of a department, board, agency, or commission who determines that payment of shift differentials is not warranted shall submit a request for an exemption from the provisions of shift differentials to the Civil Service Commission, accompanied by a detailed jurisdiction for the exemptions.

5. INQUIRIES.

Any questions concerning this interpretation of the rule and/or content of this memorandum should be addressed to the Classification and Pay Division, Civil Service Department at 586-4795.

RJB:JAB:JMR:jg
Attachments