

CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 62 (R)

August 28, 2025

To: All Departments, Boards, Agencies, and Commissions

From: Gilbert A. Montaña, Chief Administrative Officer



Subject: **SHIFT DIFFERENTIALS**

1. PURPOSE

This memorandum establishes direction for determining when shift differential pay is warranted and provides guidelines for the payment of shift differentials, pursuant to Rule IV, Section 1.6 of the Rules of the New Orleans Civil Service Commission.

2. ELIGIBILITY

- A. Shift differential pay is limited to employees who are assigned to a division that has around the clock operations.
- B. All full-time exempt and non-exempt employees in the Classified Service, who by virtue of their assignments, work a seven (7), eight (8), ten (10), or twelve (12) hour shift around the clock, shall be eligible for shift differential pay.
- C. Employees with work assignments beginning between the hours of 7:00 p.m. and 1:00 a.m. shall receive a shift differential amounting to a 5% increase in pay. Employees of the Emergency Medical Services Division of the Health Department are excluded.
- D. All full-time employees with work assignments beginning between the hours of 2:00 p.m. and 7:00 p.m. shall receive a shift differential amounting to an increase of 2 ½ % in pay. Employees of the Emergency Medical Services Division of the Health Department are excluded.
- E. Employees of the Emergency Medical Services Division of the Health Department with work assignments beginning between the hours of 5:00 p.m. and 10:00 p.m. shall receive a shift differential amounting to an increase of 10% in pay.
- F. Employees of the Emergency Medical Services Division of the Health Department with work assignments beginning between the hours of 12:00 p.m. and 5:00 p.m. shall receive a shift differential amounting to an increase of 5% in pay.
- G. Non-Exempt employees who may be required to work overtime after the completion of their assigned shift shall be paid overtime which is calculated upon their appropriate hourly base rate.

H. The starting time of a shift shall govern the amount of shift differential to be paid throughout the entire shift. The payment of shift differentials shall apply for only those hours that the employee actually works on the respective shift. Shift differentials are not paid for annual, sick, and other forms of leave.

3. 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 Civil Service Rule IV, Section 1.6 to the Civil Service Commission, accompanied by a detailed justification for the exemption. Shift differentials will be paid pursuant to this Policy and the Civil Service Rules unless the Civil Service Commission has granted an exemption requested under this Section.

4. INQUIRIES

Any questions concerning this interpretation of this memorandum should be addressed to the Classification and Pay Division, Department of Civil Service at (504) 658-3500.

GAM/AT/ber

Attachment: Rescinded