



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Shift Differential
Creation Date: April 8, 2009
Revision Date: June 11, 2009
Prepared By: Human Resources
Approved By: City Attorney's Office
Legal Review Date: June 11, 2009


DESCRIPTION: Pilot Shift Differential

POLICY: The City of El Paso's Classification and Compensation Ordinance 8064 provides for payment of a shift differential in addition to the regular rate of pay for employees working other than normal daytime hours. This pilot program only applies to employees in the classifications below at Sun Metro.

- A. Employees working as Fleet Service Worker (18220), Fleet Service Assistant (1823) or General Services Worker (18570) assigned to a) fueling and/or b) cleaning and washing buses at Sun Metro's Fleet Maintenance Depot are eligible to participate in a pilot program designed to improve employee retention for work performed between 6:00 p.m. and 6:00 a.m.
- B. Eligible employees shall be paid an additional ten (10) percent per hour worked if the employee is required to work at least four (4) hours between the hours of 6:00 p.m. and 6:00 a.m. There shall be no "stacking" or combining of other differentials.
- C. This pilot program is established for a reasonable period of time to assess the effectiveness of the program, as determined by the City Manager. Thereafter, the City Manager is authorized to terminate this pilot program at such point in time as they deem appropriate.

APPROVED BY:


Joyce Wilson, City Manager


Date