



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

MEMORANDUM

TO: Chris Lee, Staff Assistant
Finance and Personnel Committee
Office of the City Clerk

FROM: Andrea Knickerbocker 
Human Resources Manager

DATE: May 1, 2015 (Revised May 5, 2015)

RE: CC File #150013 - Administrative Changes to the 2015 Salary Ordinance

Please make the following corrections to the 2015 Salary Ordinance:

Part II – Section 9 - Supplemental Pay Practices - F. Shift Differential:

Clarify language in 'F. Shift Differential' to include Doctor/Dentist Appointments (Miscellaneous Unapplied Time - 069 time)

Current Language:

F. Shift Differential: Employees holding positions classified as non-exempt under the FLSA whose hours of work occur between the time period beginning at 5:00 p.m. and ending at 5:00 a.m. shall receive, in addition to base salary, a shift differential of \$.45 per hour. To be eligible for shift differential, the employee shall be required to work not less than 4 hours of his or her workday within this time frame, and when the employee satisfies that requirement, the employee's entire workday shall be compensated at a rate that includes the shift differential. Eligible employees in the Department of Public Works whose workday begins after 1:00 a.m. and before 4:00 a.m. shall be eligible to receive the shift differential for all hours worked.

Shift differential shall be paid for all hours for which an employee would have received a regular shift assignment but for the fact that the employee was on vacation, holiday, sick leave, or funeral leave. In no case shall an employee receive both shift and weekend differential rates for the same hours worked. Shift differential shall be paid for no more than 40 hours worked, including holidays.

Proposed Language:

F. Shift Differential: Employees holding positions classified as non-exempt under the FLSA whose hours of work occur between the time period beginning at 5:00 p.m. and ending at 5:00



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Shift differential shall be paid for all hours for which an employee would have received a regular shift assignment but for the fact that the employee was on vacation, holiday, sick leave, **doctor/dentist appointments (miscellaneous unapplied time - 069 time)** or funeral leave. In no case shall an employee receive both shift and weekend differential rates for the same hours worked. Shift differential shall be paid for no more than 40 hours worked, including holidays.