

CORPORATE POLICY

SUBJECT: The Pay Plan – Differential Pay	CATEGORY: Human Resources ORIGINAL DATE: November 1, 2007 REVIEWED DATE: February 11, 2020 REVISION DATE: February 26, 2020
---	--

I. **POLICY:**

- A. The Human Resources Director is responsible for implementing this differential pay plan for specified employee groups, with the Personnel Committee and the Board of Health approval. Employees covered under a collective bargaining agreement, salaried employees and Advance Practice Registered Nurses, dentists, flex staff, physicians are exempt from receiving differentials and holiday premium pay. There shall be no pyramiding of weekday and weekend shift differential pay.
- B. Weekday shift differential shall be paid to eligible employees who work in a qualifying program during the eligibility timeframe, as defined by this policy. This includes seasonal employees.
 1. The following LCHD/CHC programs qualify to receive weekday shift differentials:
 - a. Addictions Treatment Program (ATP)
 - b. Child and Adolescent Behavioral Services (CABS)
 - c. Crisis Care Program (CCP)
 - d. CSS Housing Programs (CILA, Scattered Housing/ZAP)
 - e. Group Home
 - f. Women's Residential Services (WRS)
 - g. All programs with On Call rotation (eligible emergency on call staff)
- C. Weekend shift differential shall be paid to eligible employees who work on the weekend during the eligible timeframe, as defined by this policy.
- D. Holiday premium pay shall be paid to all eligible nonexempt employees who work on one of the fixed holidays listed below. Premium pay applies to time worked on actual holidays and does not include time worked on days observed as the holiday.
 1. New Year's Day
 2. Memorial Day
 3. Independence Day
 4. Labor Day
 5. Thanksgiving Day
 6. Day after Thanksgiving
 7. Christmas Eve
 8. Christmas Day
- E. The rationale behind the establishment of such times and rates is to meet the demands of the agency to provide services to the community; by maintaining the ability to recruit staff who tend to receive differential pay in the market place offering additional compensation to employees for the inconvenience of working such hours. The following defines the differential timeframes and pay rates.

CORPORATE POLICY

DIFFERENTIAL TIMEFRAMES:

WEEKDAYS:	Monday – Friday
Established timeframe for ATP, CCP, CSS, Group Home, WRS and On Call Rotation staff:	1:00 P.M. to 9:00 A.M.
Eligibility Requirement:	Nonexempt employees must start their shift at or after 1:00 P.M., but before 5:00 A.M. Eligible employees will be paid shift differential for hours worked during the established shift differential timeframe.
	On Call staff requirement:
	Non-exempt employees called back to work after the close of business, but before 5:00 A.M. Eligible employees will be paid shift differential for hours worked from the call back to the established shift differential time frame.
Established timeframe for CABS:	8:00 P.M. to 9:00 A.M.
Eligibility Criteria:	Non-exempt employees will receive shift premium for time worked after 8:00 P.M. In addition, when the start punch occurs after 8:00 P.M. but before 5:00 A.M. , hours will qualify for shift differential. Eligible employees will be paid shift differential for hours worked during the established shift differential timeframe.

WEEKEND:	Saturday, Sunday
Established Timeframe:	Saturday, 12:00 a.m. – Sunday, 11:59 p.m.
Eligibility Criteria:	Eligible non-exempt employees who work during the established timeframe will receive differential pay.

NOTE: When an employee works an overnight shift that starts on Friday and ends on Saturday, or starts on Sunday and ends on Monday, compensation for premium shall convert to weekend or shift premium at midnight on the following day. In this case, time will remain eligible for premium until the end time established for the converted premium.

HOLIDAY:	The holidays noted in paragraph I.D of this policy.
Established timeframe:	12:00 A.M. – 11:59 P.M.
Eligibility Criteria:	Eligible non-exempt employees who work during the established timeframe on the <i>actual</i> holiday.

CORPORATE POLICY

PAY RATES:

Weekend and Weekday Pay Rates:	\$2.50 for: Nurses, Counselors, Environmental Health Practitioners, Dietitians, Therapists
	\$1.50 for: All other eligible staff
	NOTE: Rates apply to all jobs within each job class or series (For example., \$2.50 rate applies to Counselor, Counselor II and Counselor III; Therapist and Sr. Therapist)
Holiday Premium Pay Rate:	Time and one-half the employee's rate of pay
	Eligible employees, will be paid shift differential or holiday premium for time worked during the established differential timeframes.

F. The Human Resources Director shall periodically evaluate the established rates and times on the basis of current practices in outside industry or of other government employers, the availability of funds, and the equity of the established times and rates in relation to the practice of other health care facilities.

II. SCOPE:

All Lake County Health Department and Community Health Center employees

III. PROCEDURE:

None

IV. REFERENCES:

None

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee.

VI. APPROVALS

Lake County Board of Health President

Signature: _____ Date: _____