



DODGE COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES

Policy	127.1	Approval Date: 8/5/2014
Policy Title	Shift Differential	Effective Date: 12/29/2022
		Revision Date(s): 12/21/21, 1/24/2022

Physical Facilities Maintenance (non-Clearview)

Split Shift: 12:00 pm to 2:00 pm will receive a forty cent (\$.40) per hour shift premium for hours worked.

Second Shift: 2:00 pm to 4:30 am will receive a fifty cent (\$.50) per hour shift premium for hours worked.

Shift premium is payable only for actual hours worked during designated shift periods.

Sheriff's Office Non-Union

Jail and Support Divisions

12-hour Swing Shift: 10:00 a.m. to 10:00 p.m. will receive a fifty cent (\$.50) per hour shift premium for hours worked.

12-hour Third Shift: 6:00 p.m. to 6:00 a.m. will receive a seventy five cent (\$.75) per hour shift premium for hours worked.

Deputy Secretary - Second Shift: 12:30 p.m. to 8:30 p.m. will receive a fifty cent (\$.50) per hour shift premium for hours worked.

Jail Programs Second Shift: 1:30 p.m. to 9:30 p.m. will receive a fifty cent (\$.50) per hour shift premium for hours worked.

Shift premium is payable only for actual hours worked during designated shift periods.

Shift Swaps: The employee who is working the shift will receive the shift differential for the hours worked.

Patrol Lieutenant

9-Hour Second Shift: 2:00 p.m. to 11:00 p.m. will receive a fifty cent (\$.50) per hour shift premium for hours worked.

9-Hour Third Shift: 10:00 p.m. to 7:00 a.m. will receive a seventy five cent (\$.75) per hour shift premium for hours worked.

Shift premium is payable only for actual hours worked during designated shift periods.
Shift Swaps: The employee who is working the shift will receive the shift differential for the hours worked.

Sheriff's Sworn Union

Please refer to the Association Agreement for information regarding shift differentials.

Clearview

Shift Differentials:

- A. Clearview employees in the following positions will be eligible for shift differential for working a PM and/or NOC shift: Household Assistant II, Nurse Tech, Licensed Practical Nurse, and Registered Nurse ~~and~~.
- B. For purposes of this policy, a PM shift is defined as any shift that starts at 2:00PM or after. A NOC shift is defined as any shift that starts at 10:00PM or after.
- C. A shift differential of two dollars (\$2.00) per hour will be paid in addition to the employees set base wage, determined by employee's current position. Shift premium is payable only for actual hours worked during the PM and/or NOC shift.
- D. Dietary staff (with the exclusion of FSW-Students), Life Enrichment Assistants, LPN's and RN's working a cross-shift are eligible for the two dollars (\$2.00) per hour shift differential for time worked beginning at 2:30p.m.

Weekend Differential:

- A. All Clearview employees will be eligible for weekend differential. For purposes of weekend differential, a weekend is defined as a shift that starts on or after 10 pm on a Friday and ending at 10:30 pm on a Sunday.
- B. Weekend differential will be paid at three dollars (\$3.00) per hour in addition to the employee's set base wage, determined by employee's current position. Weekend differential is payable only for actual hours worked on a weekend as defined by this policy.
- C. Clearview employees will be eligible for both shift differential and weekend differential if working a qualified shift simultaneously as defined by this policy.

Holiday Pay:

- A. Clearview employees will be eligible for holiday pay, which is equivalent to time and one-half for hours worked on the holiday.