

**RESOLUTION 21-59**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AMENDMENT TO THE CITY'S PERSONNEL POLICIES AUTHORIZING SHIFT DIFFERENTIAL PAY.**

**BE IT RESOLVED** by the City Council of the City of Panama City Beach that:

1. From and after January 1, 2021, that the Shift Differential Pay Policy attached hereto and incorporated herein as Exhibit A is hereby approved.
2. All policies or resolutions or parts of policies or resolutions in conflict herewith are repealed to the extent of such conflict.

**THIS RESOLUTION** shall be effective immediately upon passage.

**PASSED** in regular session this 10<sup>th</sup> day of December, 2020.

**CITY OF PANAMA CITY BEACH**

By:   
Mark Sheldon, Mayor

**ATTEST:**

  
Lynne Fasone, MMC, City Clerk



City of

# Panama City Beach

## Shift Differential Pay Policy and Procedures

### Objective:

It is the policy of The City of Panama City Beach to provide additional compensation for identified shifts within the Pier and Wastewater operations. This policy applies to any nonexempt employee working during the defined shift.

### Definitions:

**Authorized Differential Position** – Position/shift designated by the Department Head.

**Shift Differential Pay** – Payment of \$1.00 per hour for hours worked by an employee assigned to an authorized differential position.

#### **Differential Hours** –

Wastewater – 6:00PM – 6:00AM

Two shifts: 6:00PM – 6:00AM & 12:00AM – 6:00AM

Pier – 11:45PM – 9:45AM

### Policy:

The policy/procedure applies only to positions designated and approved as differential positions.

Shift differential shall apply to physical hours worked during evening and night shifts as defined for the department. If the work week consists of a combination of day and evening shifts, the differential will be paid only for the days of the scheduled defined shift. Shift differential pay will not apply to time off, such as holidays, personal time off, etc.

An employee temporarily assigned to work in an authorized differential position/shift (to which another employee is normally assigned) may receive shift differential pay for the shift worked. For example – coverage of an employee absence.

### Procedure:

Employees assigned to a defined differential position/shift must clock in utilizing the Shift Differential Code. Employees clock in under this code as follows:

1. Log in to the clock via fingerprint
2. BEFORE CLOCKING IN – choose Edit Job Details
3. Touch the blue "Select" bar for a drop down of codes
4. Select SR (Regular-Shift 1)
5. Employee is now clocked in and can exit the system.
6. Clock out at the end of the shift.

Supervisors must identify employees assigned to qualified shifts by notifying the payroll department. Notification must be made during temporary assignments – this includes the date the assignment begins and ends. Failure to properly notify payroll could result in an incorrect payment of wages to the employee. The SR hours type code is a regular pay code which will calculate at the employee's standard rate of pay.

The payroll department will attach the Shift Differential code to the eligible employee's profile. This code will add \$1.00 per hour for each eligible hour clocked under the SR code. The employee will be able to see the total hours worked under the SR hours type code will match the dollars paid under the SR - add pay code.

Overtime will be paid based on physical hours worked. The add pay code will result in a blended overtime rate. See example below:

Employee Rate: \$14.00

Employee worked 41 hours week one, and 32 hours week two in addition to having 8 hours of holiday pay.

SR	▶	9.00	07/23/2020	📅	▶	2030
SR	▶	8.00	07/24/2020	📅	▶	2030
SR	▶	8.00	07/27/2020	📅	▶	2030
SR	▶	8.00	07/28/2020	📅	▶	2030
SR	▶	8.00	07/29/2020	📅	▶	2030
SR	▶	8.00	07/30/2020	📅	▶	2031
SR	▶	8.00	07/31/2020	📅	▶	2031
SR	▶	8.00	08/03/2020	📅	▶	2031
20	▶	8.00	08/04/2020	📅	▶	2031
SR	▶	8.00	08/05/2020	📅	▶	2031

**TOTAL HOURS – 81.00**

**73.00 SR (Shift Regular) Hours**

**8.00 Holiday Hours**

## Check Calculations:

OVERTIME ADJUSTMENT	73
OVERTIME AT PREMIUM	1022
OVERTIME AT ST	112
SHIFT REGULAR	73
HOLIDAY	112
Additional Pays	
REGULAR - SHIFT 1	73.00
Adjustments	
GENERAL EMPLOYEE PENSION	105.86
Taxes	
MEDICARE	7.51
SOCIAL SECURITY	75.81
FEDERAL TAX	68.21

Shift Regular – 73 hours x \$14.00 = \$1,022.00

Holiday – 8 hours x \$14.00 = \$112.00

Additional Pay - Shift Differential Pay – 73 hours x \$1.00 = \$73.00

1 hour of overtime – OT at Straight = \$14.00

Premium Blended Rate - \$7.46

TOTAL OT: \$21.46

Add pays affect the premium over time rate. The blended premium overtime rate is the add pay x 26 pay periods / 2080 hours per year x .50.

$$73 \times 26 / 2080 \times .50 = .46$$

Premium (half time) component is then added to the blended component: \$7.00 + \$0.46 = \$7.46