

	<b>PERSONNEL POLICIES AND PROCEDURES</b>		<b>SUBJECT:</b> SHIFT DIFFERENTIAL/ SPECIALTY PAY
	<b>NUMBER:</b> EMP 6-01	<b>REVISIONS:</b> 2	<b>EFFECTIVE DATE:</b> July 15, 2019
	<b>SUPERSEDES:</b> 8/20/2018	<b>APPROVED AND ADOPTED BY MAYOR AND COUNCIL:</b>	
	A. Max Bacon, Mayor      Date      City Administrator		

**PURPOSE:** To define the City of Smyrna’s policy regarding extra pay for non-exempt Police Department employees who work less than desirable shifts or assigned to perform hazardous or specialized duties.

**STATEMENT OF POLICY**

Shift differential pay refers to extra pay received by employees for working a less-than desirable shift (i.e., late nights, evenings). Specialty pay refers to extra pay received by employees performing designated hazardous or assigned to specialized duties. Such pay shall be calculated each pay period and paid as a lump sum.

Shift differential pay shall apply as follows:

\$1.00 per hour for police officers and detention officers regularly assigned to and working 6pm – 6am and communications officers regularly assigned to and working 11pm – 7am \*

\$0.75 per hour for detectives and street crimes officers regularly assigned to and working 2pm – 10pm and communication officers regularly assigned to and working 3pm -11pm \*

Specialized duty pay shall apply as follows:

\$1.00 per hour for police officers or other employees officially assigned to SWAT duty. Specialty pay will apply to all hours physically worked. Specialty pay will not apply to leave time taken.

\$2.00 per hour for Police, Detention and Communication Training Officers when actively performing training duties

\*Shift differential and specialty pay shall remain the same for all hours physically worked, including hours worked beyond the regular assigned shift and when attending required training, court or on other related assignments which may occur outside their normal, regular shift. Such pay will not apply toward leave time taken.