



City of Long Beach  
Department of Human Resources

PERSONNEL POLICIES AND PROCEDURES

Subject: NIGHT-SHIFT DIFFERENTIAL

Effective: 4/1/89

Number: 3.4

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I. POLICY STATEMENT

A permanent full-time employee may be eligible to receive night-shift differential.

II. PROCEDURES

A. Eligibility

A permanent full-time employee is a classification represented by the City Employees= Association may be eligible to receive night-shift differential.

B. Conditions and Exceptions

1. 5/8ths Minimum - An Employee who works 5/8ths or more of a regularly-scheduled work shift between the hours of 6:00 p.m. and 6:00 a.m. shall be paid night-shift differential for each hour worked during the entire work shift.
2. Extended Shifts - An employee who receives night-shift differential for a regularly-scheduled work shift shall be paid night-shift differential for all continuous hours worked beyond the regular work shift.
3. Call Back - If an employee receiving night-shift differential is called back to work, night shift differential is only paid for hours actually worked between 6:00 p.m. and 6:00 a.m.
4. Split-Shift - An employee who works between the hours of 6:00 p.m. and 6:00 a.m. As part of a Split-shift shall be paid the night-shift differential for the time actually worked between the hours of 6:00 p.m. and 6:00 a.m.
5. Non-Regularly-Scheduled Work Hours - An employee shall not be paid night-shift differential for non-regularly-scheduled work hours, including any hours which may fall between 6:00 p.m. and 6:00 a.m. Refer to Sections B-3 and B-4 regarding exceptions for extended shifts and call back.

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C. Processing Night-Shift Differential

The night-shift differential entry code AND $\cong$  must be entered on an employee=s ADaily Labor Time Record $\cong$  (timecard) with the appropriate number of hours.

III. DEFINITIONS

- A. ARegular Schedule $\cong$  - All regularly-scheduled work hours that are entered as ASH $\cong$  on the employee=s ADaily Labor Time Record $\cong$ .
- B. ASplit-Shift $\cong$  - A shift of eight (8) or more non-continuous work hours in a single day, separated by a break of at least three (3) non-working hours during the shift.

IV. REFERENCES

- A. City of Long Beach Salary Resolution: Section IV, D - Night-Shift Differential
- B. Memorandum of Understanding Between the City of Long Beach and the International Association of Machinists and Aerospace Workers: Article Two, Section IV - Night-Shift Differential
- C. Payroll/Personnel System Procedures Manual: Volume I, Section 5.2.3 - Daily Entry Codes - Payroll Time Record - Extra Compensation

V. APPENDICES/FORMS

None