



TALBOT COUNTY SHERIFF'S OFFICE

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September 28, 2015

GENERAL ORDER NO. 15-009

TO: All Talbot County Sheriff's Office Personnel

SUBJECT: Shift Differential

I. PURPOSE

To establish procedures to assure the delineation of shift hours for compensation of shift differential pay.

II. POLICY

It is the policy of the Talbot County Sheriff's Office to ensure that personnel who work a qualifying shift be compensated at a rate established consistent with the approved annual fiscal budget.

III. DEFINITION

Shift Differential - extra compensation, called shift differential, will be paid to employees who work a qualifying shift.

Qualifying Shift - a qualifying shift means an established work period, regularly scheduled to meet required staffing levels, which begins between 1300 and 0200 hours inclusive.

IV. PROCEDURE

To receive shift differential payment, an employee must work a qualifying shift, in whole or in part. Shift differential will be paid in full at the determined rate.

Shift differential is not paid when an employee works any reimbursable overtime hours voluntarily or works overtime while on paid leave (e.g., scheduled off on a holiday but works an overtime assignment). An exception is when an employee is directed or ordered to work in an overtime capacity.

V. REPORTING

The monthly schedule will indicate the shift worked each day for every employee. The qualifying shift is indicated on the schedule by an E/L, L, L/N and/or N. At the end of each pay period, the Administrative Assistant will capture all the qualifying shifts worked by employees on the payroll summary sheet. Payroll summary sheets are then reviewed by the Chief Deputy for approval and forwarded to the Finance Department for final approval and payment.

VI. EFFECTIVE DATE

This General Order is effective September 28, 2015, and supersedes/cancels General Order No. 12-005 and any previous order or memoranda in conflict therewith.

Authority: _____
Joseph J. Gamble, Sheriff