


**LEESBURG POLICE DEPARTMENT  
REGULATIONS AND GENERAL ORDERS MANUAL**

General Order Number: 411		Section: PERSONNEL	Effective Date: SEPTEMBER 2022
Title: <b>SHIFT DIFFERENTIAL</b>			
Accreditation Standards: N/A			
Review Date: JANUARY 2024	Total Pages: 1	Chief of Police: 	

**I. PURPOSE**

The shift differential policy permits payment of a differential (extra pay) to department members who are regularly assigned to work the evening or night shift for all qualifying hours. All other non-exempt sworn staff, Communications Technicians and Communications Supervisors will receive the differential pay when they work at least 2 consecutive hours during the qualifying shift differential period.

**II. ELIGIBILITY**

- A. In order to receive shift differential pay the employee must be in a full time and full duty assignment.
- B. For the purpose of determining eligibility for shift differential pay, a full-time position is defined as one that works at least 76 hours per pay period.
- C. A shift is defined as a schedule of work consisting of at least 8 work hours.
- D. Regularly-assigned means continuously working for at least one work week on a shift that conforms to the hours that constitute the evening or night shift hours during a pay period.

**III. COMPENSATION**

- A. Compensation of \$1.25 additional pay per hour for all time worked after 1800 hours until 0700 hours the next morning will be authorized for all Police Department personnel who are regularly assigned to work during the evening or night shift. Evening shift is defined as having a start time between 1400 and 1800 hours. Night Shift is defined as having a start time between 1800 hours and 2200 hours. All other non-exempt sworn staff and all Communications Technicians or Communications Supervisors that work shifts that do not meet the criteria for Evening Shift or Night Shift will receive the differential of \$1.25 when they work 2 or more consecutive hours between the hours of 1800 hours and 0700. Shift differential pay is paid only for hours worked; not for paid leave hours. An employee who works only a portion of his/her qualifying shift and uses leave for the remaining portion shall receive prorated pay. Shift differential compensation will not be paid for special event overtime assignments or meetings worked outside of normal duty hours and not an extension of a regular work shift.
- B. The time identified above has been designated as the range for the current eligible shift hours and is subject to adjustment by the Police Department and Human Resources Director as deemed necessary.