



Lac La Biche County  
welcoming by nature.

## LAC LA BICHE COUNTY PROCEDURE

TITLE: Shift Differential Procedure

PROCEDURE NO: CS-03-018

SPECIAL NOTES/CROSS REFERENCE:  
Shift Differential Policy

AMENDMENT DATE:

### PROCEDURE:

1. To provide services and programs within the Lac La Biche County, employees are scheduled during the day, evening and on the weekend. These scheduled hours are necessary for providing services to County residents. Scheduled hours should not be scheduled unnecessarily; it is the responsibility of the Managers and Coordinators to ensure that staff are scheduled appropriately.
2. All County staff other than managers, coordinators, foreman or volunteer fire fighters will be compensated a \$1.00/hr for all regular rate hours worked on Monday to Friday from 6pm to 6am and all regular rate hours worked on Saturday & Sunday. Shift Differential will be applied to hours being compensated with overtime, statutory pay or on call pay.
3. At each pay period employee will be compensated the shift differential by filling out the weekly time sheet indicating when an employee started their shift and ending their shift. On each day, employees will indicate the total number of hours worked each day and employees should identify the number of hours that qualify for shift differential in a separate column on the time sheet.

“Original Signed”  
Chief Administrative Officer

August 31, 2018  
Date