



**Lac La Biche County**  
welcoming by nature.

## LAC LA BICHE COUNTY POLICY

TITLE: Shift Differential	POLICY NO: CS-03-018
RESOLUTION:18.1019	EFFECTIVE DATE: January 1, 2018
LEAD ROLE: Human Resources	NEXT REVIEW DATE: January 1, 2019
SPECIAL NOTES/CROSS REFERENCE: Shift Differential Procedure	AMENDMENT DATE:

### POLICY STATEMENT:

Lac La Biche County recognizes that they provide services and programs to the residents of the County. To provide these services and programs many County employees have to work shifts in the evenings and weekends. The evening and weekend shifts are less desirable for many staff, many employees prefer to work daytime hours from Monday to Friday, leaving the evening and weekend hours for family and other recreation activities. It would be advantageous to provide a financial incentive for staff to work the undesirable hours in the evening or weekends.

#### Policy:

1. All County staff will be provided an additional \$1.00/hr for all hours worked at regular rate, on Monday to Friday from 6pm to 6am and all hours worked on Saturday & Sunday.
2. This rate will not be applied to hours that are already compensated with overtime, statutory pay, or on call pay.
3. This pay applies to all County employees, but does not apply to Managers, Coordinators, Foreman or Volunteers Fire Fighters.
4. Shift Differential will not be applied to hours attending out of town conference or workshops.

“Original Signed”  
\_\_\_\_\_  
Chief Administrative Officer

August 31, 2018  
\_\_\_\_\_  
Date

“Original Signed”  
\_\_\_\_\_  
Mayor

September 4, 2018  
\_\_\_\_\_  
Date



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## LAC LA BICHE COUNTY PROCEDURE

TITLE: Sift 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