



ADMINISTRATIVE REGULATION

Effective Date: May 19, 2022

Administrative Regulation: 1-17

Revision Date: June 29, 2024

Supersedes: May 19, 2022

Approved By: William H. Ashton II

Subject: **Shift Differential Pay**

I. Purpose

The purpose of this Administrative Regulation is to establish policies and guidelines for the administration of shift differential pay.

II. Eligibility

All regular status employees who are regularly assigned to work between the hours of 7:00 p.m. to 7:00 a.m., excluding employees who voluntarily request alternate work schedules.

Employees are eligible for shift differential pay only for the actual hours worked within these defined hours.

III. Compensation

Shift differential pay is \$1.50 per hour for all eligible employees.

Shift differential pay will not be paid for any hours worked outside of the defined shift hours.

A handwritten signature in black ink, appearing to read "William H. Ashton II".

William H. Ashton II
Town Manager