Should be 2011-021

FINANCE TAM:	2010-021
CONTACT:	Debby Fetner Payroll Supervisor
TELEPHONE:	833-5849

TO: All Principals and Department Heads

FROM: Rita Scallan, Chief Financial Officer

DATE: October 21, 2010

SUBJECT: Shift Differential

As most of you are aware, the School Board and the Okaloosa County Educational Support Professional Association have settled contract negotiations for fiscal year 2010-2011. As part of the settlement, the District agreed to pay a shift differential to support personnel who work the evening shift, as defined in the settlement agreement. The shift differential was approved by the School Board, effective October 11, 2010, and the following language was incorporated into the Union contract under Article 7 – Working Conditions:

Shift Differential
   a. *Any full-time or part-time employee whose regularly assigned shift ends between 8:00 pm – 9:59 pm shall receive a shift differential of thirty cents ($.30) per hour for all hours worked.*
   b. *Any full-time or part-time employee whose regularly assigned shift ends at 10:00 pm or later shall receive a shift differential of fifty cents ($.50) per hour for all hours worked.*

In order to pay the shift differential to employees, the Payroll Department needs to identify which employees are eligible. The key to determining whether an employee is eligible or not, is that it has to be their **_regularly_** assigned shift.

Please provide the Payroll Department, attention Debby Fetner, the name, last 4 digits of the social security number and the regularly assigned shift (beginning and ending time) of any existing employee that meets the criteria referenced above.

The Human Resources Department has implemented a new required field, entitled "TIME", on the OASIS system to facilitate notification that an employee is eligible for shift differential pay.

Should you have any questions or require further information, please contact Debby Fetner at 833-5849