

SHIFT PREMIUM PROGRAM

POLICY

Shift premium is the extra compensation that an employee receives for hours worked during designated late-night shifts. The purpose of the policy is to ensure adequate manpower is availability for difficult-to-fill shifts.

The amount per hour and the shifts eligible for the premium are established by the Transit Director and approved by the Town of Blacksburg Deputy Town Manager and Town Manager.

Full-time and part-time employees are eligible to receive the shift premium. The premium amount will be added to the employee's base rate for the purpose of computing overtime pay.

It will be the responsibility of the Division Manager to maintain all appropriate records which identify and track schedules and hours that are eligible for the shift premium.

MAINTENANCE DIVISION PROCEDURES

Amount: The hourly amount per shift is \$2.00 for every hour or partial hour worked during the designated shift.

Designated Shifts: The premium applies to shifts working overnight, which start at or after 7:00 pm and end after 1:00 am.

The shift premium will not be paid if the Maintenance employee's schedule is adjusted to hours outside of the designated times in the preceding paragraph. No employee will be eligible for the shift premium simply because they are performing the duties typically performed under the designated shift outside of the designated hours that the premium is eligible.

Eligibility: Regular full-time (non-exempt) and regular part-time/wage staff members will be eligible based on policies outlined in the Town of Blacksburg Personnel Rules and Regulations.

OPERATIONS DIVISION PROCEDURES

Amount: The hourly amount per shift is \$2.00 for every hour or partial hour driven during the designated shifts.

Designated Shifts: The premium applies to all late-night bus shifts during Full Service and Intermediate Service which start at or after 9:00 pm.

Eligibility: Anyone driving during Designated Shifts, except for Supervisors, will be eligible for the shift premium. Dispatchers and Supervisor Assistants will receive the premium only when driving.

Designated Shifts will be offered to both full-time and part-time operators during the shift pick.

If/when an operator remains on duty to drive a portion of an eligible late-night shift, the individual will be compensated at the premium rate for the hours worked during the premium shift.

If/when an operator comes in to drive the remainder of an eligible shift that was open, the operator or person driving will be compensated at the premium rate for the hours worked during the premium shift.

At no point will any employee receive more than \$3.00 per hour in premium, when combined with other premiums that may overlap with the designated shift (i.e. Return Pay).

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