



WINCHESTER POLICE DEPARTMENT OPERATION ORDER

NOTE: This policy is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Number 2-82		Effective Date June 26, 2025	Review Date June 26, 2025	Reviewing Division Administration
Subject Shift Differential	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Amends <input type="checkbox"/> Replaces:		This policy shall apply to personnel assigned to the following divisions: <input type="checkbox"/> All Personnel <input checked="" type="checkbox"/> Patrol Division <input checked="" type="checkbox"/> Administration Division <input checked="" type="checkbox"/> Investigation Division	
References				
<div style="display: flex; justify-content: space-between; align-items: center;"><div style="text-align: center;"><u>Ronnie E. Lewis, Jr</u> Chief of Police</div><div style="text-align: center;"><u>June 26, 2025</u> Date</div></div>				

I. PURPOSE

The purpose of this policy is to establish guidelines, expectations and responsibilities of shift differential pay for the Winchester Police Department.

II. POLICY

Substance Sworn personnel assigned to patrol division and non-sworn communications officers working a schedule where the shift or their workday begins at 3:00 pm shall receive additional compensation in the form of shift differential pay at the rate of \$1.25 per hour.

III. PROCEDURES

- A. Due to the City of Winchester service responsibilities, certain employees are required to work in shifts. Shift workers are those regular full-time and part-time employees who are assigned to work in shifts, and who work a qualifying shift beginning at 3:00 pm or later.
- B. A qualifying shift means an established work period, regularly scheduled to meet the required staffing levels, as defined by the employees' assigned Department. Eligible shift workers include police officers assigned to patrol and communications officers.

- C. Shift differentials will be paid to employees working a qualifying night shift, which may vary by Department. In some circumstances, an employee may be assigned a variable shift, if the employee works a shift that begins at 3:00 pm or thereafter, the employee will be eligible for shift differential pay \$1.25 per hour.
- D. Any sworn employee assigned to patrol or non-sworn communications officer whose shift begins at 3:00 pm or later will be compensated a \$1.25 of shift differential pay. A patrol officer or communications officer who is assigned to dayshift and who comes to work before 3:00 pm is not eligible for shift differential pay when their workday extends past 3:00 pm.
- E. Shift differential pay is \$1.25 per hour for all eligible employees. As an example, if an employee makes \$15 per hour and is assigned to night shift, the employee will make \$16.25 per hour working a shift that begins after 3:00 pm.
- F. Shift differential is paid only for hours worked, not for paid leave hours or any other compensated hours. An employee who works only a portion of his/her qualifying shift and uses leave for the remaining portion will receive differential pay only on the hours actively worked.
- G. Salaried/Exempt employees are not eligible for shift differential pay.