



**Charles County Department of Emergency Services  
STANDARD OPERATING PROCEDURES**

**Section 100 - Management & Administration**

Human Resources - 101.00		
S.O.P. # 101.14	<b>Shift Differential, Floating Holiday &amp; Holiday Pay</b>	PAGE: 1 OF 1
EFFECTIVE: 06/2004	Authorized: John Filer, Chief	
REVISED: 06/2016	Authorized: William Stephens, Director	

**101.14.01 Purpose**

The purpose of this SOP is to establish Departmental policy and procedures for shift differential, floating holidays and holiday pay compensation specific to 24/7 shift structures.

**101.14.02 General**

This SOP is an approved supplement (Approved on 05-25-16 by Michael D. Mallinoff, County Administrator) of the *Charles County Personnel Policy & Procedure Manual, Chapter 15: Shift Differential Pay*.

**101.14.03 Policy**

1. This SOP applies to all uniformed non-exempt personnel working the modified 24/72 (M-Schedule) work schedule. All other work schedules are subject to the policies and procedures as set forth in the *Charles County Policy and Procedure Manual*.
2. Uniformed non-exempt personnel working the M-Schedule will be compensated for shift differential, floating holidays and holiday pay in the following manner:

Work Shift	Sun.	Mon.	Tues.	Wed.	Thurs.	Thurs.	Fri.	Fri,	Sat.	Sat.
	0700-0700	0700-0700	0700-0700	0700-0700	0700-2300	2300-0700	0700-1500	1500-0700	0700-1500	1500-0700
	24 hrs.	24 hrs.	24 hrs.	24 hrs.	16 hrs.	8 hrs.	8 hrs.	16 hrs.	8 hrs.	16 hrs.

Holiday Pay	17 hrs.	17 hrs.	17 hrs.	17 hrs.	16 hrs.	8 hrs.	8 hrs.	9 hrs.	8 hrs.	9 hrs.
Night Differential (Time after 1500)	\$16.00	\$16.00	\$16.00	\$16.00	\$8.00	\$8.00	\$0.00	\$16.00	\$0.00	\$16.00
Floating Holidays	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.				

3. This SOP is inclusive of additional and or overtime M-schedule shifts filled by uniformed non-exempt personnel.