



Charles County Department of Emergency Services
STANDARD OPERATING PROCEDURES

Section 100 - Management & Administration

Human Resources - 101.00		
S.O.P. # 101.14	Shift Differential, Floating Holiday & Holiday Pay	PAGE: 1 OF 1
EFFECTIVE: 06/01/2004	Authorized: John Filer, Chief	
REVISED: 09/18/2018	Authorized: William Stephens, Director	

101.14.01 Purpose

To establish Departmental policy and procedures for shift differential, floating holidays and holiday pay compensation specific to uniformed non-exempt personnel.

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.
2. Uniformed non-exempt personnel will be compensated for shift differential, floating holidays and holiday pay in the following manner:

Work Shift	Sun. 0700-0700 24 hrs.	Mon. 0700-0700 24 hrs.	Tues. 0700-0700 24 hrs.	Wed. 0700-0700 24 hrs.	Thurs. 0700-0700 24 hrs.	Fri. 0700-0700 24 hrs.	Sat. 0700-0700 24 hrs.
Holiday Pay	17 hrs.	17 hrs.	17 hrs.	17 hrs.	17 hrs.	17 hrs.	17 hrs.
Night Differential (Time after 1500)	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Floating Holidays	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.

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