

<p style="text-align: center;">POLICY OF STATE OF DELAWARE</p>	<p style="text-align: center;">POLICY NUMBER 8.61</p>	<p style="text-align: center;">PAGE NUMBER 1 of 1</p>
<p style="text-align: center;">DEPARTMENT OF CORRECTION</p>	<p>RELATED ACA STANDARDS: N/A</p>	
<p>CHAPTER: 8 ADMINISTRATION</p>	<p>SUBJECT: SHIFT DIFFERENTIAL AND HAZARDOUS DUTY PAY</p>	
<p>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</p> <div style="text-align: right;">  12/22/2014 </div>		
<p>APPROVED FOR PUBLIC RELEASE</p>		

- I. **AUTHORITY:** State of Delaware Merit Rules 4.15 and 4.18.
- II. **PURPOSE:** To ensure application of Merit Rules and establish an annual review and certification process of employees receiving shift differential and hazard duty pay.
- III. **APPLICABILITY:** All Department of Correction employees.
- IV. **DEFINITIONS:** Refer to the Merit Rule definitions.
- V. **POLICY:** It is the policy of the Department of Correction (DOC) to apply Shift Differential Pay and Hazardous Duty Pay fairly to all eligible employees.
- VI. **PROCEDURES:** Annually, Human Resources (HR) and the Central Business Office (CBO) will develop a list, by budget unit, of all DOC employees receiving shift differential and hazardous duty pay. The list will be forwarded to facility timekeepers for review, confirmation and modification. Budget unit managers will then certify the list and modifications as accurate and that eligibility for these special pays is warranted as detailed in the Merit Rules. Budget managers will then forward the list to HR and CBO, which will make necessary adjustments in PHRST.

Budget unit managers are responsible for notifying HR when an employee's eligibility for Hazard Duty pay changes, due to substantive changes in duties or work conditions, i.e. a Correctional Officer assigned to light duty and working in a facility office area. HR will update PHRST to reflect the applicable hazardous duty pay rate.

Timekeepers are responsible for ensuring employees' hours designated as shift differential each pay qualify based on the criteria of State Merit Rule 4.15 and make adjustments as necessary. Timekeepers must report shift differential changes in their bi-weekly submission of timesheets to Payroll.