



SUBJECT: INCENTIVE PAY	POLICY NO: 223.1 – 223.5
DISTRIBUTION: Patrol, Detention and Administration	NO. PAGES: 3
EFFECTIVE DATE: April 27, 2023 REVISION DATE: March 30, 2024	
SPECIAL INSTRUCTIONS: None	

223.1 PURPOSE:


The purpose of this policy is to provide Yuma County Sheriff's Office ("Office") employees the opportunity to receive incentive pay for shift differential and/or specialty assignments.

223.2 POLICY

The Office is committed to establish a program in which employees may receive additional compensation, or incentive pay, for shift differential and/or specialty assignments, as determined by the Office. All incentive pay is contingent on advanced approval and funding availability as determined by the Board of Supervisors.

223.3 DEFINITIONS:

- A. **Shift Differential:** Non-exempt regular and probationary employees who are scheduled for Afternoons or Graves (Nights) shifts are eligible to receive shift differential pay.
- B. **Specialty Assignment:** Non-exempt regular employees are eligible to receive specialty assignment pay when assigned to the following:
 - 1. Patrol - Criminal Investigation Bureau (CIB)
 - 2. Patrol - Task Force Unit
 - 3. Patrol - K9 Unit
 - 4. Patrol - Intel Unit
 - 5. Patrol - Boats
 - 6. Patrol – School Resource Officer
 - 7. Patrol/Detention - Recruitment Training Officer (RTO)

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8. Patrol/Detention - Field Training Officer (FTO)
9. Detention – Specialty Management Unit (SMU)
10. Detention – Booking
11. Detention – Master Control

223.4 PROCEDURE

A. Notification:


1. When an employee is eligible or ineligible (no longer assigned to shift/specialty assignment) for shift differential and/or specialty assignment pay, the Bureau Commander will complete a Change of Shift/Specialty Assignment Form and forward to YCSO Human Resources.
2. YCSO Human Resources will prepare the required document and forward to County Human Resources for processing.

B. Effective Date:

The effective date of the incentive pay is the first day of the shift/specialty assignment of the new week, following approval.

C. Shift Differential/Specialty Assignment Pay Compensation:

1. An employee who works an afternoon or graves (night) shift as defined, shall receive shift differential pay as follows:
 - a. Afternoon Shift shall be compensated an additional \$0.75 per hour
 - b. Graves (Night) Shift shall be compensated an additional \$0.50 per hour.
2. An employee assigned to a specialty assignment as defined in Definition Section 3.B, shall receive an additional \$1.50 per hour while assigned to a specialty assignment, except for Patrol FTO assigned to the Dispatch Section. The Dispatch FTOs will receive an additional \$.75 per hour. An employee can only receive specialty pay for one assignment.
3. If an employee works afternoons or graves (nights) shift and is also assigned to a specialty assignment, the employee will receive both the shift differential and specialty assignment incentive pay.
4. Shift differential/specialty assignment incentive pay will not be paid to employees who are on paid leave for more than three (3) consecutive weeks. If an employee is on unpaid leave, the employee is not eligible for incentive pay.

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- 5. An employee removed from an afternoons/graves (night) shift and/or specialty assignment, is no longer eligible to receive the incentive pay.
- 6. An employee assigned temporarily to an afternoons/graves (night) shift and/or specialty assignment for 21 days (3 weeks) or longer, shall receive the incentive pay.

D. EMPLOYEE SEPARATION


Upon separation of employment, employees will not be eligible to receive Shift Differential / Specialty Assignment incentive pay on their Paid Time Off (PTO) payout. The payout will be calculated at their rate of pay prior to the incentive pay.

E. EMPLOYEE ACKNOWLEDGEMENT

Employees will sign a job description for their position that details the duties/responsibilities, knowledge, skills, abilities, and qualifications for specialty assignment. Employees will also sign an acknowledgement of receipt of the Incentive Pay Policy.

223.5 AMENDMENT

This policy is subject to amendment, revision, and/or rescission as required.

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