



**CITY OF SAINT PAUL**  
**POLICIES AND PROCEDURES**

<b>POLICY TITLE:</b>	Differential Pay
<b>POLICY NUMBER:</b>	03.06
<b>VERSION:</b>	<del>2</del> 0
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**A. OVERVIEW**

1. **Description and Purpose** - The following policy describes differential pay for the City of Saint Paul (City).
2. **Applicability** – This policy applies to all employees of the City.
3. **Failure to Comply** – Failure to comply with this policy may result in disciplinary action in accordance with any and all disciplinary policies of the City.

**B. POLICY AND PROCEDURE**

1. **Differential Pay.** The City shall pay City hourly waged based employees Differential Pay for beginning called out after normal work hours to respond to an emergency, performing duties and responsibilities outside primary duties listed in an employee’s job description on a permanent basis, and/or for working a graveyard or weekend shift as a dispatcher as outlined below:

**a. After Hours Call Out**

- i. On occasion, some Public Works Department employees may be called out for an emergency or to perform some public works function outside normal scheduled work hours.
- ii. Any Public Works Department employee that is called out for one or more of the reasons as stated above will receive differential pay of \$1.75 per hour in addition to their regular hourly rate of pay with the following conditions and stipulations:
  - (a) Differential pay for after hours call out is only for emergencies or functions including: water, sewer, and/or electrical line breaks; power outages; equipment or vehicle breakdowns; snow removal; or other types of emergencies as deemed necessary by the City Manager.
  - (b) The employee is being “called out” to respond by their immediate supervisor, his/her designee, and/or the City Manager, and the Department Director or City Manager approves these hours on the employee’s timesheet.
  - (c) The employee being “called out” to respond is working outside their regularly scheduled work hours.
  - (d) Differential pay only applies to hours worked up to forty (40) hours a week. Any hours worked over forty (40) hours a week will be paid at the regular overtime rate of pay.

(e) The emergency or function that the employee is responding to cannot be addressed during the employee's regularly scheduled work hours. If it is determined that an employee did not perform a function during regularly scheduled work hours and that employee or another employee was "called out" after hours to perform that function or respond to an emergency due to lack of performance, the employee may face disciplinary action.

(f) In order to ensure that the City has a sufficient workforce to respond to emergencies or after-hours public works functions, the Public Works Director and/or City Manager will develop and post an on-call schedule for each month.

**b. Secondary Duty**

i. Some employees may perform duties and responsibilities on a permanent basis due to extenuating circumstances that are not primary duties and responsibilities as stated in an employee's job description.

ii. Any employee that performs secondary duties on a permanent basis will receive differential pay of \$2.00 per hour in addition to their regular hourly rate of pay with the following conditions and stipulations:

(a) Differential pay performing secondary duties is only for waged based employees performing non-primary duties and responsibilities on a permanent basis. These secondary duties will be described in an addendum to the employee's job description.

(b) Differential pay is not for wage based employees performing duties outside of their primary duties as documented in the employee's job description on an occasional basis when additional help may be needed.

(c) The Department Director or City Manager must approve secondary duty hours on the employee's timesheet.

**c. Emergency Dispatcher Shifts**

i. Department of Public Safety emergency dispatchers will receive differential pay of \$1.75 per hour in addition to their regular hourly rate of pay for working the graveyard or weekend shifts with the following conditions and stipulations:

(d) Differential pay performing secondary duties is only for waged based employees performing non-primary duties and responsibilities on a permanent basis. These secondary duties will be described in an addendum to the employee's job description.

(e) The Department Director or City Manager must approve differential pay hours on the employee's timesheet.

**C. FORM(S)**

1. None.

**D. REFERENCE(S)**

1. None.

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**E. DEFINITION(S)**

1. None.

**F. POLICY HISTORY**

1. This is version two of this policy.

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