

Shift Differential

Date

9/01

Regular support staff members who are non-exempt from overtime and paid on an hourly basis will be paid an additional differential for those hours normally scheduled and worked during the evening or night shift. This differential will be paid in addition to the base rate of pay as outlined below:

1. This policy applies to regular non-exempt support staff. Individuals hired to work an evening or a night shift position in a support position but on a temporary basis will be eligible to receive the differential as long as the other provisions contained below are met.
2. The hours between 2:00 p.m. and 6:00 a.m. are designated as shift differential hours.
3. A full-time employee will be paid a shift differential for time scheduled and worked between the hours of 2:00 p.m. and 6:00 a.m. provided a minimum of four hours and at least half of the total hours worked are during the designated shift differential hours. Part-time employees eligible to receive the differential will be paid the differential if more than half of the scheduled workday is outside of the hours of operation considered as day shift hours (8:00 a.m. to 4:30 p.m.) and all hours worked are between the designated shift differential hours.
4. Employees in departments or subsections of departments normally scheduled as day shift operations are not eligible for shift differential if the day shift continues into the designated shift differential hours.
5. Employees in departments or subsections of departments normally scheduled as day shift operations are eligible for shift differential if the employee is scheduled and works outside the normal shift and the provisions of item 3 above are met.
6. An appointed employee called back or called in to work outside the normal daily work schedule is eligible for shift differential for time worked during the designated shift differential hours regardless of the length of time worked. See Item E.7 Call Back Time in the **University Handbook** for additional information.
7. The shift differential will be paid on hours worked and hours charged to accumulated benefits (vacation, sick time, leave of absence, compensation time, holidays, etc.) for employees scheduled as evening or night shift employees. Any employee working on rotation shifts will be paid the differential for hours charged to accumulated benefits only if the employee was scheduled to work on the evening or night shift at the time of the vacation, etc. Shift differential will not be paid on paid-time-off benefits received as terminal pay.
8. The shift differential will be factored into the calculation of overtime for employees who work overtime during the designated shift differential hours. Total earnings (including shift differential) are divided by total hours in pay status to determine the hourly rate for overtime.
9. The rate of pay for shift differential shall be established on a fiscal year basis.
10. This policy is subject to change at any time.