

# E.11 Shift Differential

## **Date**

2/25

Regular non-exempt support staff members and paid on an hourly basis will be paid an additional differential for hours worked between 6:00 p.m. and 6:00 a.m. This differential will be paid in addition to the base rate of pay as outlined below:

1. Shift differential is paid for hours worked between 6:00 p.m. and 6:00 a.m.
2. The shift premium amount will be \$.50 per hour.
3. Hours worked outside of the designated shift differential hours will be paid at the employee's regular rate.
4. An employee who is scheduled, called back, or called in to work outside the normal daily work schedule (and requires an additional trip to and from work outside the normal workday) will still be eligible for shift differential for time worked between 6:00 p.m. to 6:00 a.m. regardless of the length of time worked.
5. An employee who is off from work and charges time to accumulated paid-time off benefits (vacation, sick, or compensatory time), will be paid shift differential if it would have been paid for the time worked.
6. Shift differential is not paid on vacation or compensatory time received when University employment ends.
7. Shift differential is not paid on accrued sick leave paid when an employee retires.
8. Shift differential earnings are included in the calculation of overtime (FLSA) rate.
9. The shift differential rate is established on a fiscal year basis.
10. This policy is subject to change at any time.