



Policy Name:	Shift Differential Compensation for Non-Exempt Employees
Effective Date:	July 1, 2021
Last Revision Date:	N/A
Last Review Date:	N/A
Approving Authority:	Board of Regents
Responsible Office:	Human Resources
Category:	Personnel

Purpose

This Shift Differential Compensation for Non-Exempt Employees Policy (“Policy”) provides the standard policy and proper procedure for shift differential compensation for non-exempt employees regularly working an Evening Shift or a Night Shift, for the inconvenience experienced when accepting and working in a position outside the regularly scheduled daytime shift.

Definition(s)

Eligible employees - Non-exempt employees working the Evening Shift or Night Shift and 60% or more of the weekly working hours outside of 8am-5pm, Monday-Friday.

Non-exempt employee - Employees who are entitled to earn the federal minimum wage and qualify for overtime pay, which is calculated as one-and-a-half times their hourly rate, for every hour they work, above and beyond a standard 40-hour workweek.

Shift - The regularly scheduled hours of the position in which employee works.

Day Shift - Shifts starting prior to 1 p.m.

Evening Shift (2nd shift) - Shifts starting between 1 p.m. & 10 p.m.

Night Shift (3rd shift) - Shifts starting after 10 p.m.

Policy

This policy allows for incentive compensation to non-exempt employees who accept and regularly work in positions that require work during an Evening shift or a Night shift.

Non-exempt employees who accept a position and regularly work an Evening Shift will be compensated at an additional \$0.25 per hour. Non-exempt employees who accept a position and regularly work a Night Shift will be compensated at an additional \$0.50 per hour. Shift differential compensation will be included when determining the rate of pay for overtime hours.

Employees must have written approval to be eligible under this policy.

Non-exempt employees receiving shift differential compensation who work beyond their regular schedule will continue

to receive their shift differential compensation.

Non-exempt employees receiving shift differential compensation who are called in prior to their scheduled shift will receive their shift differential compensation.

Non-exempt employees receiving shift differential compensation will receive that shift differential compensation for any paid time off (sick days, vacation, holidays, etc.).

Non-exempt employees receiving shift differential compensation who are asked to cover and cover a position/shift other than their regular Shift will receive the shift differential compensation assigned to the position for which they were hired.

Departments are responsible for identifying positions that require shift differential compensation. Positions will be approved for shift differential compensation through the budget process.

Employees who accept and regularly work in positions with the Day Shift shall not receive shift differential compensation when covering an Evening Shift or Night Shift.

This policy may be modified or discontinued at any time in the University's sole discretion.