

**POLICY**

Shift Differential

**EFFECTIVE**

January 31, 2021

**PURPOSE**

This policy establishes the start and stop times for weekend, evening, and shifts during which employees are eligible to receive shift differential.

**SCOPE**

This policy applies to all non-exempt (hourly) employees. Collective Bargaining Agreements may contain provisions that either supersede or are supplemental to the provisions of this policy. Supervisors and employees covered by a CBA should refer to the provisions of the applicable agreement.

Shift differential is paid only for actual hours worked. Shift differential is not applicable to Paid Time Off (PTO), education leave, jury duty, bereavement leave, leave of absence and any other non-work time.

**RESPONSIBILITY**

It is the responsibility of the manager, or their designee, to verify the hours that an employee works during the weekend, evening or night shift and to authorize payment of shift differential. Employees are responsible for properly recording time worked at designated time clocks.

**PROCEDURE****A. Eligibility**

All non-exempt employees who work the weekend, evening or night shift are eligible for shift differential for working during those shifts as described in Section IV, below.

**B. Hours for Which Shift Differential is Paid**

Shift differential is paid to eligible employees who work the majority of their assigned shift during designated evening, night and weekend shift hours. A “majority” of the shift means that greater than 50 percent (50%) of the shift falls within designated shift differential start and end times. If a shift is split equally between two shift differential time periods, then payment will be made at the higher rate.



The standard start and stop times for shift differential compensation are as follows:

Shift	Start Time	End Time
Evening	3:00 p.m.	11:00 p.m.
Night	11:00 p.m.	7:00 a.m.
Weekend Day	Saturday/Sunday at 7:00 a.m.	Saturday/Sunday at 3:00 p.m.
Weekend Evening	Saturday/Sunday at 3:00 p.m.	Saturday/Sunday at 11:00 p.m.
Weekend Night	Friday/Saturday/Sunday at 11:00 p.m.	Saturday/Sunday/Monday at 7:00 a.m.

### C. Rates

The shift differential rate varies by position and shift.

### D. Examples:

1. Tom works from from 7:00 p.m. Tuesday until 7:30 a.m. Wednesday. Eligibility for the night shift differential rate begins at 11:00 p.m. Tom will receive the night shift differential for his entire shift because he worked the majority of his shift (8 hours) during the night shift.
2. The next week, Tom works a shift from 7:00 p.m. on Friday until 7:30 a.m. on Saturday. Eligibility for the weekend night shift differential rate starts at 11:00 p.m. on Friday night. Tom will receive weekend night shift differential for his entire shift because he worked the majority of his shift (8 hours) during a weekend night shift.
3. Linda works from 7:00 a.m. until 7:30 p.m. on Tuesday. Eligibility for evening shift differential rate starts at 3:00 p.m. Linda is not eligible for any shift differential because the majority of her hours worked (8 hours) occurred during the day shift.
4. Same as Example #3, but Linda's supervisor asks her to stay late to cover for a coworker who called out sick. Linda works an additional four hours. Linda has now worked from 7:00 a.m. until 11:30 p.m. Eligibility for evening shift differential begins at 3 p.m. and eligibility for night shift differential begins at 11:00 p.m. Linda will receive evening shift differential for her entire shift because her hours were evenly split between the day shift and the evening shift.