



POLICY

Shift Differential

PURPOSE

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

SCOPE

This policy applies to all non-exempt (hourly) team members. Collective Bargaining Agreements may contain provisions that either supersede or are supplemental to the provisions of this policy. Supervisors and team members 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 a team members works during the weekend, evening or night shift and to authorize payment of shift differential. Team members are responsible for properly recording time worked at designated time clocks.

PROCEDURE

A. Eligibility

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

B. Hours for Which Shift Differential is Paid

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

Weekend shift differential works differently. The “weekend shift zone” begins on Friday at 11 p.m and ends Monday at 7 a.m. For shifts worked in which all hours do not fall within the weekend shift zone, the “majority rule” does not apply. This means that hours worked before Friday at 11 p.m. or after 7 a.m. Monday will not receive weekend shift differential.

The majority rule does apply within the weekend shift zone. This means that the majority of hours worked dictates whether a team member is eligible for weekend day, evening, or night shift premiums, so long as the hours are worked between 11 p.m. Friday and 7 a.m. Monday.



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. The weekend zone to determine weekend shift premium eligibility begins at 11:00 p.m. on Friday night through 7 a.m. Monday. Tom will receive the weekend night shift differential from 11 p.m. to 7:30 a.m., which is the time worked within the weekend zone. Since hours worked on Friday between 7 p.m. to 11 p.m. are not in the weekend zone, these hours are paid at the non-weekend night shift differential.
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 the evening shift differential for her entire shift because her hours were evenly split between the day shift and the evening shift.