Information

Shift Differential

Effective

May 1, 1992

Number

PER-3.09

Applicability

This policy applies to University Staff.

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

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History

Revision Date(s): December 1, 2021 (minor edits to email); August 24, 2022 (minor edit); April 1, 2026 (minor revision)
Reviewed Date(s): March 8, 2016

Categories

Statement:

All classified employees working the second or third shift shall receive a shift differential. Shift differentials will be paid only to classified employees who are scheduled to work four or more hours after 6 p.m. and before 6 a.m.

Shift differentials will be assigned according to job classifications and must be included in determining pay for overtime compensation.

Definitions:

The second shift is any shift that regularly starts on or after 2 p.m. but before 10 p.m.

The third shift shall be any shift that regularly starts between 10 p.m. and 2 a.m.

Procedures:

A shift differential of eight percent (8%) will be authorized unless an exception is approved by the Vice President for Human Resources.

The unit must establish a lump-sum position for the payment of shift premiums by submitting a Position Authorization Request to the Budget Office.

Shift premium hours for classified staff are to be entered on the Time Report and submitted biweekly to the Payroll Office.

Responsibilities:

Pay for shift premium is calculated by the Payroll Office.