

## Procedures on Shift Differential for Nonexempt Employees

### I. Purpose

Administration of [USM VII-4.60 Policy on Shift Differential for Classified Employees](#)

### II. Definitions

Shift Differential – Additional pay as approved by the President or designee, for work hours scheduled during a second or third shift as defined below.

### III. General Guidelines

A. An employee who regularly works a qualifying shift is eligible for shift differential pay for hours actually worked subject to the conditions set forth below. A qualifying shift means a full-time or permanent part-time shift that starts at or after 2:00 P.M. and at or before 1:00 A.M. The rate of shift differential pay is one dollar per hour. Shift differential will be included in the regular rate calculation for the computation of overtime. The following provisions establish eligibility:

1. To qualify for shift differential, an employee must be employed on a 50 percent or more basis of full-time employment.
2. Shifts and eligibility for shift differential pay are not established by the time the employee begins to work, but rather by when an established shift starts.
3. An employee who works any part of a qualifying shift is eligible for shift differential pay on a prorated basis.
4. Shift differential is authorized for an employee who is permanently assigned to a qualifying shift while on approved leave with pay. An employee who is on a permanent schedule of rotating shifts is eligible to claim the shift differential only for leave taken while scheduled for a qualifying shift. However, such payment of shift differential will cease after ten full workdays of continuous paid leave for which there has been a shift payment.

B. In an overtime situation where the employee continues working from a non-qualifying shift into a qualifying shift, the employee is eligible for a shift differential for the portion of the qualifying shift in which overtime occurs.

IV. Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written, portions of this procedure.

### V. References

[USM VII-4.60 Policy on Shift Differential for Classified Employees](#)