

## POLICY

# Shift Differential

LAST REVISED ON 10/2016

**This policy applies to:** All hourly paid staff members, including those in Professional, Administrative and Supervisory (PAS) job classifications. (Employees who are represented by a collective bargaining unit should refer to their agreement.)

## I. Policy

Hourly-paid staff required to work an evening shift will receive a \$.75 per hour shift differential. Hourly-paid staff required to work the night shift will receive \$1.00 per hour shift differential. The shift differential is paid in addition to the regular hourly rate for all hours worked on the shift. (An interruption of work for a meal period of one hour or less or for a rest period will not disqualify a shift for shift differential.) Note: For staff members who work permanent evening or night shifts, the shift differential will also apply to any paid time off (sick, PTO, vacation, holidays, and death in immediate family, etc.)

## II. Guidelines

### A. Definitions

**Shift:** Employee's scheduled work period.

**Evening Shift:** Any work period which includes **four or more consecutive hours between 6 p.m. and 11 p.m.** Examples of evening shift are 3 p.m. to 11:30 p.m.; 4 p.m. to midnight, etc. **Note: When a staff member works four or more consecutive hours between 6 p.m. and 11 p.m. evening shift differential will be paid for the entire shift.**

**Night Shift:** Any work period which includes **four or more consecutive hours between 11 p.m. and 7 a.m.** Examples of night shift are 11 p.m. to 11:30 a.m.; midnight to 8 a.m., etc. **Note: When a staff member works four or more consecutive hours between 11 p.m. and 7 a.m. night shift differential will be paid for the entire shift.**

## **B. Overtime Pay Calculation**

When hours worked qualify for overtime pay, the appropriate shift differential is included in determining the hourly pay rate.

## **III. Procedures**

**A. Work Beyond Regular Schedule:** Staff members who work beyond their regular schedule will continue to receive the appropriate shift differential, if any, as stated above.

**B. Work Prior to Regular Schedule:** Staff members who are called in prior to their scheduled shift will receive the appropriate shift differential, if any, as stated in I. Policy.

**C. Call-In:** Staff members called in to work for more than four consecutive hours will receive the appropriate differential for that shift. If called in for less than four hours, shift differential pay would not apply but call-in provisions would (see [Policy #214 Call-In Pay](https://www.rochester.edu/policies/policies/call-in-pay/) (<https://www.rochester.edu/policies/policies/call-in-pay/>)).

**D. Paid Leave:** When the staff member's regularly scheduled shift qualifies for shift differential, the shift differential will also apply to any paid time off (sick days, vacation, holidays, and death in the immediate family).

**E.** If an employee who typically works the evening or night shift is temporarily assigned to the day shift, they will not receive any shift differential for the hours worked during the day shift.

**See also:**

- [#214 Call-In Pay \(https://www.rochester.edu/policies/policy/call-in-pay/\)](https://www.rochester.edu/policies/policy/call-in-pay/)

**ABOUT THIS POLICY**

**Policy Number**

226

**Policy Group**

Human Resources

**Issuing Authority**

Human Resources

**Responsible Officer**

Daniel Salamone

**Contact Information**

[daniel.salamone@rochester.edu](mailto:daniel.salamone@rochester.edu) (mailto: [daniel.salamone@rochester.edu](mailto:daniel.salamone@rochester.edu))

**RELATED POLICIES**

**[Call-In Pay \(https://www.rochester.edu/policies/policy/call-in-pay/\)](https://www.rochester.edu/policies/policy/call-in-pay/)**

**POLICY KEYWORDS**

**[Benefits \(https://www.rochester.edu/policies/all/?filter%5Btopics%5D=306\)](https://www.rochester.edu/policies/all/?filter%5Btopics%5D=306)**

**[Compensation \(https://www.rochester.edu/policies/all/?filter%5Btopics%5D=326\)](https://www.rochester.edu/policies/all/?filter%5Btopics%5D=326)**

**[Payroll \(https://www.rochester.edu/policies/all/?filter%5Btopics%5D=506\)](https://www.rochester.edu/policies/all/?filter%5Btopics%5D=506)**