I. PURPOSE

To set policy concerning shift differential pay

II. SCOPE

This policy applies to University Hospital employees.

III. POLICY

A. University Hospital provides premium differential pay for eligible staff employees formally assigned to work specified shifts.

B. A job classification’s eligibility for shift differential will be determined by the Human Resources, Compensation Office at the time the job is established.

C. This will be based upon contractual obligations, Fair Labor Standards Act (FLSA) status, market practices and other appropriate considerations.

D. Shift differential is considered a premium payment; it is not considered a part of base pay.

E. The determination of entitlement for shift differential compensation is the time the work is performed and the amount of hours worked during that period.

F. If an employee who is in a position eligible for shift differential pay works at least half of his/her work hours (excluding overtime) between 3:00 PM and 6:00 AM, the shift differential must be paid for the entire shift.

G. If the employee works less than half of his/her shift (excluding overtime) between 3:00 PM and 6:00 AM, no shift differential will be paid.
NOTE: For specific information regarding shift differential rates, please contact the Human Resources Compensation Office.

IV. RESPONSIBILITIES

The Chief Human Resources Officer shall ensure compliance with this policy.

V. REFERENCE

Fair Standards Labor Act (FLSA)