Shift differentials

Overview
• Non-exempt regular employees may be regularly or periodically scheduled to work evening or midnight shifts and may receive premium pay for such work. The shift differential zones are defined as follows:
  o Evening shift zone: 3 pm to 12 am; 5% of your hourly rate;
  o Midnight shift zone: 12 am – 9 am; 6% of your hourly rate
• The employee must work 5 hours in the zone to qualify for shift differential payment.
• Shift differential payments show up in totals area at bottom of timecard and are automatically passed to GP.
• Hours worked in a temporary assignment do not qualify for shift differential pay.

Evening shift example
Employee who works 3 pm – 11:30 pm (8 hours plus 30 minute meal break taken from 6-6:30 pm).
  • Hourly rate is $10.
  • 5% of hourly rate is 50 cents.
  • 8 hours qualify for shift differential payment.
  • Total shift differential payment for that day is $4.00.

Midnight shift example
Employee works 10 pm – 6:30 am (8 hours plus 30 minute meal break taken from 2-2:30 am).
  • Hourly rate is $10.
  • 6% of hourly rate is 60 cents.
  • 6 hours qualify for midnight shift differential payment.
  • Total shift differential payment for that day is $3.60
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Partial work in shift diff zone example
Employee who works from 8 am–4:30 pm, and then returns to attend a board meeting from 6:30 pm – 9 pm.
Employee does not receive a shift diff because only worked 4 hours in the evening shift zone and didn’t meet the 5-hour minimum.

Relevant policy information
Local Government: P-61 – Staff Schedules, Time Tracking, and Compensation Policy
Public Schools: GCJ – Licensed and Classified Staff Schedules and Overtime/Compensatory Time Compensation

What employees need to know
- Exempt employees are not eligible for shift differential pay.
- Non-exempt employees log their time in/out as normal.
Shift differentials

- If you work enough hours in a shift differential zone, the shift differential is automatically applied.
- You will be able to see how many hours you worked that qualified for a shift differential on your timecard.
- Non-exempt employees must record time in order to receive shift differential pay. If you are taking leave, you do not get shift differential for that day.
- Hours worked in a temporary assignment do not qualify for shift differential pay.

What supervisors need to know

- Review shift differential hours on employee timecard as part of weekly timecard review.
- No approval is needed other than general timecard approval.
- Hours worked in a temporary assignment do not qualify for shift differential pay.

What timekeepers need to know

- No action is required other than regular timecard review at end of pay period.