SHIFT DIFFERENTIAL

Where an employee is regularly required to work a scheduled evening, night or weekend shift, a shift differential is appropriate. Shift differential for part of a regular shift is also appropriate. To receive differential pay, the employee must work at least the first full hour of the higher paid shift. For example, if someone is regularly scheduled to work a Tuesday through Saturday slot, s/he would receive the differential for the Saturday hours worked; someone who is scheduled to work a 3:00 p.m. - 11:00 p.m. shift would receive the differential for the hours worked after 5:00 p.m. The premium or differential portion of the hourly rate should be identified separately from the base pay.

Flexible work schedules arranged at the employee’s request do not require differential pay. Any disagreement will be resolved by the University and Union Administrators of the Agreement. The negotiated standard is set forth in full in the Memorandum of Understanding that is annexed at the back of the Agreement; however, the key elements of the negotiated standard are as follows:

1. Where an employee has a fixed and regular schedule and is regularly required to work scheduled evening, night and/or weekend hours, a shift differential is appropriate for those hours worked, or where an employee covers for fixed and regularly scheduled hours that are eligible for a shift differential. However, a shift differential is not appropriate for flexible work schedules arranged at an employee’s request;

2. A shift differential is appropriate where an employee is regularly scheduled to work more than one full hour after 5 p.m.

3. The differential rate is to be paid for all eligible evening, night and weekend hours worked during the period of July 1, 2010 through June 30, 2012 as follows:

   • FY ’11 - $1.35/hr
   • FY ’12 - $1.40/hr