

SHIFT DIFFERENTIAL PAY FOR STAFF EMPLOYEES

Policy passed by University Council May 8, 1997

1.0 PURPOSE

1.1 Shift differential compensation may be paid to eligible staff employees required to work other than a daytime shift work schedule. This policy and its related procedures provide direction for determining when shift differential pay may be warranted and guidelines for the payment of a shift premium.

2.0 DEFINITIONS

2.1 Regular staff employee. An individual who is employed at least 50 percent FTE on a regular basis for a period of 4.5 continuous months, excluding students holding positions for which student status is a requirement for employment, and independent contractors who are not paid through the university payroll system.

2.2 Non-exempt employee. An employee occupying a position deemed to be non-exempt from overtime pay regulations as determined by the Fair Labor Standards Act (FLSA).

2.3 Standard workweek. The standard workweek for the University of Houston System and its components is defined as the period beginning at 12:01 a.m. on Wednesday and extending through the seven-day period ending at midnight on the following Tuesday.

2.4 Standard work hours. The standard work hours in a standard workweek are defined by the University of Houston System and its components to be the hours between 8:00 a.m. and ending at 5:00 p.m. Hours of operation for any department may vary as approved by the Vice President.

2.5 Flexible Work Schedule. A daytime work schedule that is divided into core hours and flexible hours. The core hours are those from 10:00 a.m. to 4:00 p.m. The flexible hours are 7:00 a.m. to 10:00 a.m. and from 4:00 p.m. to 6:00 p.m.

2.6 Day shift. The day shift that regularly starts on or after 4:00 a.m. but before 2:00 p.m.

2.7 Evening shift. The evening shift (2nd shift) is any shift that regularly starts on or after 2:00 p.m. but before 10:00 p.m.

2.8 Night shift. The night shift (3rd shift) is any shift that regularly starts on or after 10:00 p.m. but before 4:00 a.m.

2.9 Regularly scheduled means either permanently scheduled to work a particular shift or scheduled to work a particular shift on a rotating basis for blocks of time consisting of one pay period or longer.

2.10 Pay period. The bi-weekly pay cycle, consisting of two consecutive workweeks, for which the pay for non-exempt employees is computed.

2.11 ePAR. Personnel Action Request. The ePAR is the electronic form used to authorize changes to the automated payroll/personnel system.

2.12 Timesheet. Bi-weekly time and effort report. The timesheet is the form used to generate pay for a two-week period for a non-exempt employee. The timesheet must be signed by both the employee and an appropriate supervisory official and must be received in the Office of Human Resources within a specified time after the end of the bi-weekly pay period.

3.0 POLICY

3.1 It is the policy of the University of Houston-Clear Lake to compensate eligible employees for inconvenience experienced when assigned to shifts which fall outside the regularly scheduled daytime shift.

3.2 Employing departments are responsible for identifying those positions and employees who are scheduled to work shifts other than the day shift and for budgeting funds to provide for additional compensation.

3.3 The UHCL Office of Human Resources is responsible to determine and authorize the proper amount of shift differential payment for any particular position.

3.4 Nothing in this policy shall be used as the basis for discrimination or retaliation against any individual or group on the basis of race, color, sex, religion, national origin, disability, age, veteran status, genetic information or sexual orientation.

3.5 Any position that requires shift work on a regular and continuing basis will be identified as such in official position descriptions and vacancy announcements.

4.0 POLICY PROVISIONS

4.1 Only regular, non-exempt staff employees who are scheduled to work during either the evening (2nd) or night (3rd) shift on a continuing or rotating basis are eligible to receive shift differential pay.

4.2 Employees who are regularly scheduled to work during the daytime shift shall not receive evening differential for working the hours between 2:00 p.m. and 8:00 p.m.. If these hours are part of their normal flextime work schedule.

4.3 The shift differential pay shall be added to the base hourly rate before the calculation of any overtime rate.

4.4 Shift differential is added to an eligible employee's hourly rate for evening or night shift hours actually worked. Applicable shift differentials are not included in the pay of employees who are on paid leave, such as vacation or sick leave. Shift differential pay is not included in employee pay for paid holidays.

4.5 Eligible evening shift (2nd shift) employees who are scheduled to work the evening shift may be paid a shift differential for the entire shift at a rate to be determined by the Office of Human Resources.

4.6 Eligible night shift (3rd shift) employees who are scheduled to work the night shift may be paid a shift differential for the entire shift at a rate to be determined by the Office of Human Resources.

4.7 Shift differential pay is an integral part of each eligible employee's gross compensation and is subject to the same payroll deductions and payroll changes as regular salary or wages.

4.8 The eligible employee's supervisor is responsible for ensuring that the biweekly "Time and Effort Report" (timesheet) is completed correctly to reflect the appropriate time reporting category for input to the payroll system.

4.9 The Office of Human Resources shall establish detailed procedures for the administration of shift differential pay. This includes assisting supervisors and managers to determine employee eligibility, authorizing an appropriate level of evening or night shift according to work assignments, reporting shift differential pay to payroll and recordkeeping.

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Title: President

Sunset Date: December 10, 2019

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5.0 PROCEDURES

5.1 Coverage. Any regular non-exempt position that requires an employee to work late shifts as defined by policy on a continuing or rotating basis will be designated a shift position. An employee working in a position so designated will be paid shift differential pay for shift hours actually worked. Part-time and temporary employees, including students working in positions for which student status is a prerequisite for employment, are ineligible for shift differential pay.

5.2 Shift assignment. An employing department may determine that a regular non-exempt position should be assigned to either the evening shift or the night shift if such assignment will improve the efficiency and effectiveness of department operations or services. When such a determination is made, the employing department will notify the Office of Human Resources and provide an updated position description and Position Request Form (PRF) officially designating the position as a shift position. The Office of Human Resources will advise the employing department of the proper rate of shift differential pay for the designated position.

5.3 Shift differential earnings code. When shift differential pay is authorized, each timesheet must be properly coded to indicate shift differential to be paid for shift hours actually worked. Shift differential codes for employee timesheets, for both regular time and overtime work, are as follows:

(056) Evening shift; (057) Evening shift-OT;
(058) Night shift; (059) Night shift-OT

5.4 Coding timesheets to generate differential pay. On a blank assignment line on the timesheet, enter the number of hours the employee worked that qualify for shift differential pay. Enter the appropriate shift differential earnings code in the "Code" block for the shift differential assignment. Total the shift hours worked in the "Total Hours" column block for the shift differential assignment.