

Manager Guide to Shift Differential Pay

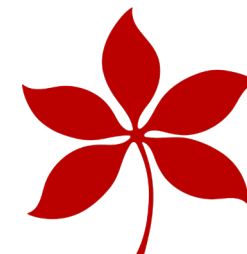
Effective December 20, 2020

Shift differential pay is compensation in addition to an employee's base pay and accounts for time worked on second shift, third shift, a weekend shift, time on-call and time when an employee has been called back to work. Shift Differential Standards do not apply to intermittent employees or students. **The chart below only includes CWA. For other bargaining units, please refer to the appropriate contract for those details.**

Shift Differential Standards	Description of standard	How Pay is Administered	Campus CWA	Health System CWA
2nd Shift Times	Second shift consists of a work schedule in which the majority of the time is in the late afternoon and early evening. This applies to all non-exempt employees. When they meet the requirements of a shift, they will receive the differential pay on the qualified hours worked.	Workday (Campus) and Kronos (Health System) will apply shift differential to qualified hours.	3pm - 8am	3pm - 8am
Minimum Shift Hours	Required minimum hours are those an employee must work during the shift to qualify for the differential. The shift differential will only be paid on the hours that are worked during the specified shift times.		4	4
Shift Differential Pay, 2nd Shift	The shift differential will be added to the employee's base rate of pay. If there is overtime during the workweek, it will be calculated using the base rate plus the shift differential rate.		\$1.50/per hour	\$1.50/per hour



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Shift Differential Standards	Description of standard	How Pay is Administered	Campus CWA	Health System CWA
3rd Shift Times	Third shift consists of a work schedule in which the majority of the time is in the late evening and after midnight. This applies to all non-exempt employees. When employees meet the requirements of a shift, they will receive differential pay on the qualified hours worked.	Workday (Campus) and Kronos (Health System) will apply shift differential to qualified hours.	N/A	N/A
Minimum 3rd Shift Hours	Required minimum hours an employee must work during the shift time to qualify for the differential. The shift differential will only be paid on the hours that are worked during the shift times.		N/A	N/A
Shift Differential Pay 3rd Shift	The shift differential will be added to the employee's base rate of pay. If there is overtime during the workweek, it will be calculated using the base rate plus the shift differential rate.		N/A	N/A
Weekend Shift Times	Weekend shifts consists of work during the designated weekend hours. This applies to all non-exempt employees.	Workday (Campus) and Kronos (Health System) will apply shift differential to qualified hours.	11pm Friday - 11:30pm Sunday	11pm Friday - 11:30pm Sunday

Shift Differential Standards	Description of standard	How Pay is Administered	Campus CWA	Health System CWA
Weekend Differential	The shift differential will be added to the employee's base rate of pay. If there is overtime, it will be calculated using the base rate plus the shift differential rate.		\$1.50/per hour	\$1.00/ per hour
On-Call Pay	On-call time is for specific and prearranged hours outside of the employee's normal work hours. An employee in an on-call status is required to be available by telephone, pager or email during specific prearranged hours. The unit defines its requirements for on-call hours and pay.*	Appropriate code entered into timekeeping.	1 Hour regular pay per 8 hours of on-call status	1 Hour regular pay per 8 hours of on-call status
Call-Back Pay	Call-back refers to time worked by employees who are called back to work outside of their normal shift hours. The unit defines its requirements for call-back pay.	Appropriate code entered into timekeeping.	4 hours minimum, paid at base pay amount	4 hours minimum, paid at base pay amount