1. Introduction

Shift-premium pay is 10% of the employee’s regular hourly pay rate. Departments must designate all work shifts as first, second, or third. Shift premium is only paid for work hours occurring on second and third shifts. The State shall provide additional compensation for employees who are regularly scheduled to work on either an evening or night shift, or on a weekend shift for certain classes when determined to be necessary to be competitive with the labor market. Shifts will be defined within the agency based on operating requirements and work environment. This policy covers all full-time and part-time (half-time or more) permanent, probationary, trainee or time-limited appointments.


2. Summary for DELTA Employees

DELTA Shift Designations:

<table>
<thead>
<tr>
<th>Shift</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Shift</td>
<td>4:00 a.m.</td>
<td>6:30 p.m.</td>
</tr>
<tr>
<td>2nd Shift</td>
<td>12:00 p.m.</td>
<td>8:30 a.m.</td>
</tr>
<tr>
<td>3rd Shift</td>
<td>11:00 p.m.</td>
<td>7:00 a.m.</td>
</tr>
</tbody>
</table>

To qualify for shift premium pay, more than half of the position’s regular, recurring work shift must occur between 4:00 p.m. & 8:00 a.m.

Full-time and part-time permanent SPA (Staff) employees, persons in time-limited appointments, trainees, and probationary employees in non-medically related work are eligible for shift-premium pay. It does apply to a qualified employee who is substituting for another employee due to a vacancy or absence (on vacation or sick leave) during a qualified shift. Shift premium pay is only applicable for time actually worked - not vacation or sick time. Shift premium is paid at an additional 10% of the regular hourly wage.

Shift premium pay can only be received during qualified regular, recurring shifts. A semester-long VCS shift, for instance, would be considered regular and recurring. (Example: If an employee were scheduled to work every Tuesday for an entire semester from 12:00 noon to 9:00 p.m., this would be considered regular and recurring. However, if an employee worked this shift sporadically, it would not be considered a regular, recurring shift.)

Shift premium pay can only be received for regular, recurring shifts (as described above) for which more than half of the hours in the shift fall between 4:00 p.m. and 8:00 am. (Examples: 1) 11:00 a.m. - 8:00 p.m. would not be entitled to shift premium pay because only 4 of 9 hours is after 4:00 p.m. 2) 12:00 noon - 9:00 p.m. would be entitled to shift premium because 5 of 9 hours is after 4:00 p.m. 3) 11:00 a.m. - 10:00 p.m. would be entitled to shift premium because 6 of 11 hours is after 4:00 p.m. (Please note that although these examples appear to be 9- and 11-hour shifts, each includes a one-hour meal period. The employee is never paid a regular salary or shift premium pay for their one-hour meal period.)
If all of the qualifying factors (described above) are met, the employee is entitled to shift premium pay for the entire shift minus their one-hour meal period. (Example: If an employee works every Tuesday from 12:00 noon to 9:00 p.m., the employee will receive shift premium pay for 8 hours.) Please note that the rules are different for split shifts; however, we do not currently have any split shifts in DELTA.

An employee who is entitled to shift premium pay must indicate this on their monthly timesheet, and their supervisor must approve the timesheet. Since the deadline for processing additional payments is always near the beginning of each month, an employee will never receive shift premium pay on the same month that they earn it. If the employee submits their timesheet, approved by their supervisor, by the established deadline (within five working days of the last day on the timesheet), they will receive any relevant shift premium pay in the following month's paycheck. If they do not submit their time sheet by the deadline, they will not be able to receive their shift premium pay until two months after they earned it.

Directors/Managers of units within DELTA should inform the Business Office in advance of any employees that are scheduled to work regular, recurring shifts with more than half of the hours falling between 4:00 p.m. and 8:00 a.m. in order to ensure these employees are paid appropriate shift premium pay. Additionally, any split shifts should be discussed with the Business Office in advance since the policy regarding split shifts is different than regular shift premium pay.