

### **SHIFT DIFFERENTIAL**

The intent of a shift differential is to provide additional compensation to non-exempt regular hourly employees who are required to work a shift other than first shift (first shift is defined as standard) on a regular and ongoing basis. The shift differential is not intended for temporary employees or for regular hourly employees who normally work first shift but who work a different shift on a temporary basis from time-to-time.

Nonexempt staff who work hours other than the College's regular business hours (first shift) will receive additional compensation from what the regular base salary would be for the same position worked during the College's regular business hours.

The first shift for employees is defined as one starting on or after 6:00 a.m., but before 3:00 p.m. The second shift for employees is defined as one starting on or after 3:00 p.m., but before 11:00 p.m. The third shift for employees is defined as one starting on or after 11:00 p.m., but before 6:00 a.m.

Nonexempt staff who regularly work more than half of his/her weekly business hours outside of the 8:30 a.m. - 4:30 p.m. time span (8:00 a.m. - 4:00 p.m. in the summer) will be eligible to receive additional compensation. The exact amount of additional compensation will be determined by the supervisor, the appropriate Vice-President and the President. This additional compensation will be terminated if and when the employee's work hours are changed so that more than half of the total hours are in the span of the College's regular business hours.

Supervisors must notify the College payroll office of any employees who are assigned to shifts that meet the requirements for shift differential pay.