Shifts and Differentials

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<th>Section:</th>
<th>Compensation</th>
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<tr>
<td>Policy Number:</td>
<td>312</td>
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<td>Responsible Office:</td>
<td>HR/Payroll</td>
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<td>Effective Date:</td>
<td>04/01/01</td>
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<td>Revised:</td>
<td>09/01/02; 09/29/11</td>
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Scope

This policy may apply to full-time and part-time non-exempt employees (including staff and student workers). Certain employee classifications identified in policy #114 are ineligible to receive shift differential due to the nature of the positions.

Policy

Staff employees (non-exempt) whose regular work schedules begin after 5:00 p.m. and include a majority of hours on evenings and/or weekends may receive a 10% pay differential.

Student workers whose regular work schedules begin after 5:00 p.m. and include a majority of hours on evenings and/or weekends may receive a .10 cent pay differential.

Public Safety Officers regularly scheduled for the evening shift, beginning at or after 3:00 p.m. receive a 5% shift differential. Officers regularly scheduled to work the overnight shift, beginning at or after 11:00 p.m. receive a 10% differential.

Supervisors must notify the Payroll Department in advance of a shift change.