

UTMB HANDBOOK OF OPERATING PROCEDURES

Section 3	Human Resources Policies	02/13/92	-Originated
Subject 3.4	Compensation	07/11/00	-Reviewed w/ changes -Reviewed w/o changes
Policy 3.4.6	Shift Differential	Human Resources	-Author

Shift Differential

Policy

To ensure adequate evening, night, and weekend coverage, UTMB pays a shift differential to eligible classified employees who work approved evening, night, or weekend shifts. This policy applies to all classified employees except Correctional Managed Care employees.

Criteria for Eligibility

Evening and Night Shifts

A work schedule is eligible for shift differential pay if a minimum of four hours worked during the shift fall between the hours of 3:00 p.m. and 7:00 a.m.

Work schedules/hours that fall between the hours of 7:00 a.m. and 5:00 p.m. are considered day shifts and thus are not eligible for shift differential pay.

Weekend Shifts

A work schedule is eligible for weekend shift differential pay if its regularly-scheduled hours fall between 11 p.m. Friday and 11 p.m. Sunday. No minimum hours worked are required. Before such a work schedule is deemed eligible for weekend shift differential pay, the appropriate UTMB entity must hold market data that support the granting of the differential.

Individuals who work evening and/or night shifts during a weekend shift will receive both weekend shift differential and the evening and/or night shift differential, as appropriate.

UTMB pays shift differentials for time worked performing normal duties and responsibilities on a scheduled evening, weekend, or night shift. Vacation leave, sick leave, and holiday leave are not considered time worked for the purpose of calculating shift differential pay.

Establishing Approved Shifts

Shift differential is approved for positions in 24-hour units that require around-the-clock coverage or operations that consistently require evening/night coverage. Each department identifies the necessary work shifts.

To establish a shift account for payment of shift differential, each UTMB entity must obtain approval from the appropriate VP, dean, or

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**Establishing
Approved Shifts,
continued**

equivalent-level executive. Once approval is obtained, the entity must coordinate the implementation of the new shift differential payments with Human Resources, Finance and Payroll Services. This coordination should normally be accomplished 30 days before the payments are implemented.

Payment

UTMB the established shift differential hourly rates are found on its [HR Website](#). Shift hourly rates vary based on the following shifts.

- Evening Shift (an eight-hour period from 3:00 p.m. to 11:00 p.m.)
- Night Shift (an eight-hour period from 11:00 p.m. to 7:00 a.m.)
- Weekend Shift (all hours between 11 p.m. Friday and 11 p.m. Sunday)

An employee must work **a minimum of four (4) hours** between the hours of 3:00 p.m. and 7:00 a.m. on an established evening and/or night shift to be eligible to receive shift differential pay for that shift. The employee will receive the appropriate shift rate for the hours worked in the shift(s).

No minimum hours are required for weekend shift differential.

Examples:

- An employee who works a 6:00 p.m. to 2:00 a.m. shift -- 5 hours during the evening shift and 3 hours during the night shift -- will receive 5 hours of shift differential pay at the evening rate and 3 hours of shift differential pay at the night rate.
- An employee who works a 7:00 p.m. to 3:00 a.m. shift -- 4 hours each during the evening and night shifts -- will receive 4 hours of shift differential pay at the evening rate and 4 hours of shift differential pay at the night rate.

A combination of the evening shift and the night shift totaling at least 4 hours will meet the 4-hour requirement. An employee who works only 2 hours of a shift will not receive shift differential pay. An employee who works a 2-hour evening shift and a 2-hour night shift will receive 4 hours at the appropriate rates.

Recordkeeping

To report shift hours worked, an employee must complete the appropriate departmental time form.