

**VII - 4.60 POLICY ON SHIFT DIFFERENTIAL FOR NONEXEMPT STAFF EMPLOYEES**

(Approved by the Board of Regents on June 19, 1991; Amended November 12, 1993; Amended October 9, 2015)

**I. PURPOSE AND APPLICABILITY**

This policy establishes procedures to administer shift differential and applies only to Regular Status Nonexempt employees of the University System of Maryland who render a service within a department that operates on two or more regularly scheduled shifts daily.

**II. DEFINITIONS**

Shift Differential – Additional pay as approved by the President or designee, for work hours scheduled during a second or third shift.

**III. GENERAL**

**A. Departments Operating Two Shifts Daily - Qualifying Shift**

Employees who work a regularly scheduled shift starting between 2:00 p.m. and 1:00 a.m. shall be eligible for extra compensation.

**B. Departments Operating Three Shifts Daily – Qualifying Shifts**

Employees who work an evening shift or night shift shall be eligible for extra compensation. The hours for these shifts are determined at each institution by the institution's President or designee.

**C. When working a qualifying shift, regular part-time Nonexempt Staff employees in a position that is at least 50 percent FTE will be eligible for shift differential.**

**IV. ADMINISTRATION**

**A. Any person who works on all or a part of a scheduled qualifying shift whether or not the employee is assigned to that shift, shall receive shift differential.**

**B. An employee who is permanently assigned to a qualifying shift shall receive shift differential while on approved leave with pay. Shift differential shall cease after 10 work days of continuous paid leave.**

**C. An employee who is on a permanent schedule of rotating shifts is eligible to claim the shift differential only while on a qualifying shift. An employee is also eligible for**

## USM Bylaws, Policies and Procedures of the Board of Regents

---

shift differential payment while on approved leave with pay if the leave is taken while scheduled for a qualifying shift.

### V. COMPENSATION

- A. There may be different rates of shift differential pay for each qualifying shift. The USM shift differential pay rate, as approved by the Chancellor or designee, is published for general information.
- B. A separate shift differential shall be paid to an eligible employee who is scheduled to work overtime from a qualifying shift into another qualifying shift. This payment is in addition to any overtime payment or compensatory time to which the employee may be entitled.
- C. Shift differential shall be paid to an eligible employee who is scheduled to work overtime from a non-qualifying shift into a qualifying shift, provided that the employee works at least one-half of a qualifying shift. This payment is in addition to any overtime payment or compensatory time to which the employee may be entitled.

### IMPLEMENTATION PROCEDURES:

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedure to his/her Institutional community, and post it on its institution website.