

USM Bylaws, Policies and Procedures of the Board of Regents

USM HR Policy Review Sheet

Policy Number: VII – 4.60

New Policy Title: Policy on Shift Differential for Nonexempt Staff Employees

Old Policy Title: Policy on Shift Differential for Classified Employees

1. Policy Application: Nonexempt Staff Exempt Staff Faculty Contingent Staff
 All Other: _____

2. Proposed Revisions

Terminology outdated

Re-Formatting

Title Change

Obsolete provisions deleted

Merge with other policy: _____

Clarifications: _____

Transfer to another policy or chapter: _____

Updates to reflect changes in law

Incorporate USM-wide existing practice into policy

Incorporated Pre-USM Policy:

Fills gap in policy:

Added definitions

Other revisions: _____

D R A F T 5-20-2015

VII-4.60- POLICY ON SHIFT DIFFERENTIAL FOR NONEXEMPT STAFF ~~CLASSIFIED~~ EMPLOYEES

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

I. PURPOSE AND APPLICABILITY ~~Eligibility~~

- A. This policy establishes procedures to administer sShift differential and applies only to ~~#~~Regular Status Nonexempt ~~classified~~ employees of the University System of Maryland ~~System~~ 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 ~~Chancellor~~ or designee, for work hours scheduled during a second or third shift.

III. GENERAL

A.B. 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.C. 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 ~~Chief Executive Officer (CEO)~~ or designee.

C.D. When working a qualified qualifying shift, regular part-time Nonexempt Staff ~~classified~~ employees working in a position that is at least 50 percent FTE or more will be eligible for shift differential ~~on a prorated basis~~.

IVH. ADMINISTRATION ~~Provisions~~

- 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 ~~is to receive full or pro rata differential provided for the employee's class and pay scale.~~

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- B. An employee ~~who fails to work a qualifying shift, even though regularly assigned to it, by reason of leave without pay is not eligible to claim the shift differential for such shift. Payment of shift differential is authorized for an employee~~ who is permanently assigned to a qualifying shift shall receive shift differential while on approved leave with pay. Shift differential shall ~~Such payment of shift differential will~~ cease; ~~however,~~ after 10 work days of continuous paid leave ~~for which there had been a shift differential payment.~~
- 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 shift differential payment while on approved leave with pay if the leave is taken while scheduled for a qualifying shift. ~~All other restrictions in Section I (above) apply.~~

VIII. COMPENSATION

- A. There ~~may shall~~ be different ~~rates levels~~ of shift differential pay for each qualifying shift, and each level shall be assigned to a designated group of salary grades. ~~The USM s~~Shift differential pay rates ~~s and levels~~, as approved by the Chancellor or designee, is are 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. ~~A separate s~~Shift differential ~~on a prorated basis~~ 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.
- ~~D. Shift differential shall be paid to employees in equivalent flat rate classifications at the same rate as their graded counterparts.~~

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.
~~Each Chief Executive Officer shall develop procedures necessary to implement this policy and submit a copy to the Chancellor.~~

~~Replacement for: UM Personnel Policies and Rules for Classified Employees—Section III Compensation, page III-8~~