

40.6 Payment of Shift Differential

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1. Purpose. The shift differential program is intended to provide additional compensation to Eastern New Mexico University-Roswell (ENMU-Roswell) employees who are required to work non-traditional hours.

2. Definition of Hours of Work. There are three shifts: day, evening and night. The day shift includes hours between 8:00 AM and 5:00 PM; the evening shift includes the hours between 5:00 PM and 12:00 AM; and the night shift includes the hours between 12:00 AM and 8:00 AM.

3. Qualifying for Shift Differential Compensation. To qualify for shift differential compensation, an employee must meet all of the following conditions:

A. Be assigned by an appropriate management authority to work within a regularly scheduled evening or night shift.

B. Be classified as a non-exempt employee.

C. Be assigned a tour of duty that includes at least 50% of the time worked during an evening or night shift.

1. If an employee is on a tour of duty in which at least 50% of his/her duty falls within the evening or night shift, they should be paid the appropriate differential for the entire work period.

2. If an employee whose work assignment qualifies him/her for payment of both the evening and night differential, they shall be paid the night shift differential for the entire period.

4. Overtime and callback. The base salary, for the purpose of calculating overtime, shall be the employee's regular salary plus the shift differential they receive. Employees who are regularly assigned to a tour of duty during the day or evening shift and are called back to work during the evening or night shift are eligible to receive a shift differential if:

A. The work to be performed would normally be accomplished during the time frame covered by the evening or night shift.

B. The actual time worked is a segment of at least four or more hours during the evening or night shift.

5. Documenting Shift Differential. Movement to and from the shift differential will have an effect on an employee's salary and such moves should be properly documented. The unit supervisor should process a Personnel Action Notice (PAN) for each change in shift.

6. Payment of Shift Differential. To determine the amount of payment of a shift differential, the following will apply:

A. An eligible employee whose shift assignment requires them to work at least 50% of their time between 5:00 PM and 12:00 AM shall be paid a shift differential of a one level increase for the employee's entire shift.

B. An eligible employee whose shift assignment requires them to work at least 50% of their time between 12:00 AM and 8:00 AM shall be paid a shift differential of a two level increase for the employee's entire shift.