



Institutional Handbook of Operating Procedures
Policy 03.04.06

Section: Human Resources Policies	Responsible Vice President: EVP and Chief Business and Finance Officer
Subject: Compensation	Responsible Entity: Human Resources

I. Title
Shift Differential

II. 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 who work in departments and [jobs](#) that have been approved for shift differential payments.

UTMB complies with applicable federal and state laws and regulations, and strives to maintain an environment which does not discriminate against applicants or employees on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information, or veteran status.

III. Criteria for Eligibility

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

- A work schedule that is less than 12 hours in length and falls between the hours of 7 a.m. and 3 p.m. or a work schedule that is 12 hours or greater in length and falls between the hours of 7 a.m. and 7 p.m. are considered day shifts and are not eligible for shift differential pay.
- An employee who works a shift 12 hours or greater in length is eligible for evening shift differential pay if a minimum of six hours worked in that shift are between 3 p.m. and 11 p.m.
- An employee who works a shift 12 hours or greater in length is eligible for night shift differential pay if a minimum of four hours worked in that shift are between 7 p.m. and 7 a.m.
- An employee who works a shift less than 12 hours is eligible for evening shift differential pay if a minimum of four hours worked in that shift are between 3 p.m. and 11 p.m.
- An employee who works a shift less than 12 hours is eligible for night shift differential pay if a minimum of four hours worked in that shift are between 11 p.m. and 7 a.m.
- A work schedule is eligible for weekend shift differential pay if the hours worked fall between 11 p.m. Friday and 11 p.m. Sunday. No minimum hours worked are required. 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.

IV. 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 and weekend coverage. Each department identifies the necessary work shifts.

To establish a job title/job code as shift differential eligible, Human Resources must have market data that supports the granting of the differential and the department must obtain approval from the appropriate Vice President, dean, or equivalent-level executive. Once approval is obtained, the entity must coordinate the implementation of the new shift differential payments with Human Resources (HR), Finance, and Payroll Services. This coordination should normally be accomplished 30 days before the payments are implemented.

V. Payment

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

Shifts less than 12 hours in length:

Evening Shift (an eight-hour period from 3 p.m. to 11 p.m.)

Night Shift (an eight-hour period from 11 p.m. to 7 a.m.)

Weekend Shift (all hours between 11 p.m. Friday and 11 p.m. Sunday)

Shifts 12 hours or greater in length:

Night Shift (all hours between 7 p.m. and 7 a.m.)

Weekend Shift (all hours between 11 p.m. Friday and 11 p.m. Sunday)

Shift differential is not intended for incidental, non-scheduled occurrences. No minimum hours are required for weekend shift differential.

Examples:

- An employee who works a 6 p.m. to 2 a.m. shift (five [5] hours during the evening shift and three [3] hours during the night shift) will receive five (5) hours of shift differential pay at the evening rate and three (3) hours of shift differential pay at the night rate.
- An employee who works a 7 p.m. to 3 a.m. shift (four [4] hours each during the evening and night shifts) will receive four (4) hours of shift differential pay at the evening rate and four (4) hours of shift differential pay at the night rate.
- An employee who works a 7 a.m. to 7 p.m. shift (12 hours during the day shift) will receive no shift differential pay.
- An employee who works a 7 p.m. to 7 a.m. shift (12 hours during the night shift) will receive 12 hours of shift differential pay at the night rate.
- An employee who works a 10 a.m. to 10 p.m. shift (seven [7] hours during the evening shift) will receive seven (7) hours of shift differential pay at the evening rate.
- An employee who works a 6 p.m. to 6 a.m. shift (11 hours during the night shift) will receive 11 hours of night shift differential for the hours worked between 7 p.m. and 7 a.m.

VI. Recordkeeping

To report shift hours worked, an employee is required to maintain accurate payroll time records.

VII. Related UTMB Policies and Procedures

[IHOP – 03.04.08 – Compensation Practices for Non-Exempt Employees](#)

[IHOP – 04.01.02 – Employee Timecard Management](#)

[IHOP – 04.01.04 – Time and Attendance Reporting](#)

VIII. Dates Approved or Amended

<i>Originated: 02/13/1992</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
07/11/2000	03/19/2018
11/12/2019	

IX. Contact Information

Human Resources Employee Relations
(409) 772-8696