

ITEM NO. 424 - Q

RE: **Shift Differential Payment**

EFF: July 1, 1968

Authorization is issued to appointing authorities to pay additional compensation at the rate of \$.10 per hour as follows:

1. To all employees, in salary groups 1 through 16, whose regularly assigned shift, or tour of duty, begins any time after 2:00 p.m. and before 6:00 a.m. This additional compensation shall be paid for all hours actually worked and shall be in addition to the employee's regular rate of pay and to any overtime pay to which he may be entitled.
2. To all employees, in salary groups 1 through 16, regularly assigned to "split shifts" or to extended tours of more than 10 hours of work time. This additional compensation shall be paid for all hours actually worked between the hours of 2:00 p.m. and 6:00 a.m. and shall be in addition to the employee's regular rate of pay and to any overtime to which he may be entitled.
3. The additional compensation is to be paid for hours worked and does not apply to periods when an employee is on vacation, sick leave or any other leave of absence with pay.
4. The additional compensation applies to employees regularly assigned to shifts, as provided in 1 and 2, and does not apply to additional hours of work which may extend into such shifts.
5. The \$.10 per hour shall be used in computing overtime payment.
6. Item No. 368-Q pertaining to Staff Nurse, Charge Nurse and Nurse Supervisor, approved by the Personnel Board effective March 12, 1965; Item No. 411-Q pertaining to Licensed Practical Nurse, approved by the Personnel Board effective September 9, 1966; Item No. 415-Q pertaining to Correctional Institution Nurse, approved by the Personnel Board effective December 15, 1966; and Item No. 421-Q pertaining to Prison Hospital Attendant, approved by the Policy Board effective December 29, 1967 shall each continue to remain in effect as approved, with the provision that shift differential be included in the annual pay for computation of time and one-half.
7. Criteria established by appointing authorities to govern the assignment of employees to those shifts which entitle the employees to the payment of the additional compensation shall be filed with the Commissioner of Personnel and shall be subject to his approval.

APPROVED: July 18, 1968