

GEORGIA DEPARTMENT OF HUMAN SERVICES
Human Resource/Personnel Policy #806

SHIFT DIFFERENTIAL PAY

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REFERENCE: Georgia Merit System Addenda to the Compensation Plan, Section 3 - Pay Delivery (February 1, 2001)

The Department of Human Services (DHS) facilities that operate 24 hours a day, seven days a week have the authority to designate shifts and work hours to meet the needs of the organization. Certain jobs are authorized shift differential pay. Employees in these jobs who work evening, night or weekend shifts are eligible to receive this additional pay.

(Section A)

**GENERAL
PROVISIONS**

1. Each DHS facility paying shift differential to employees working on evening, night or weekend shifts must have a written policy which specifies the hours that are considered evening, night and weekend shifts.
2. Facilities are responsible for administering shift differential pay within the budget to all eligible employees in jobs specified in the Georgia Merit System Addenda to the Compensation Plan.
3. Shift differential is paid monthly on a lag basis.
4. Shift differential pay cannot be withheld from eligible employees for disciplinary purposes.

(Section B)

**ELIGIBILITY
FOR PAY**

1. Eligible employees who are scheduled to work **weekend** shifts are paid weekend shift differential only for the time actually worked on weekend shifts. Shifts eligible for **weekend** differential pay begin with the third (night) shift on Friday night and end at the conclusion of the second (evening) shift on Sunday evening.
2. Eligible employees who are assigned to work **evening** or **night** shifts and are absent at any time during the pay period, remain eligible for shift differential pay for the entire pay period under the following circumstances:
 - 2.1 Employees must be present at work for at least one (1) work shift during the pay period and any absence from work must be charged to accrued leave or compensatory time.

SHIFT DIFFERENTIAL PAY (continued)

2.2 Employees who are absent from work for an entire pay period on leave with pay remain eligible for shift differential pay if they met the criteria in #2.1, above, during the previous pay period.

NOTE: Employees are not paid shift differential for another complete pay period until working for at least one (1) work shift during that pay period.

3. Employees assigned to work evening or night shifts remain eligible for shift differential pay when absent for the purpose of attending required work-related training.
4. Shift differential pay is prorated when employees are not eligible for such pay for the entire pay period. **(See Section C)**
5. Employees reassigned (temporarily or permanently) from evening, night or weekend shifts to a regular day shift are **not** paid shift differential for work performed during the regular day shift.
6. Employees reassigned (temporarily) from a regular day shift to an evening, night or weekend shift **are** paid shift differential for any time worked during the evening, night or weekend shift.
7. Eligible employees who work a split shift (i.e., scheduled work hours fall partially in a regular day shift and partially in an evening or night shift) on a temporary or permanent basis, are paid a prorated shift differential for work performed during the evening or night shift.
8. Eligible employees who work an alternative work schedule [e.g., four (4) days per week, ten (10) hours per day] are paid shift differential for the hours worked during the evening or night shift.
9. Eligible employees who work on rotating shifts (i.e., regular day shift one week and evening/night shift the following week; or, regular day shift one week and weekend shift the following week), are paid shift differential only for the time worked during the evening, night or weekend shifts.
10. Eligible employees assigned to the regular day shift who continue to perform assigned duties beyond their normal work hours into the evening shift for a short duration of time [typically less than two (2) hours] are **not** paid prorated shift differential. Eligible employees who work beyond their normal work hours into the evening shift for two (2) or more hours with supervisory approval **are** paid prorated shift differential.

SHIFT DIFFERENTIAL PAY (continued)

11. Part-time and hourly employees are paid shift differential for the time worked during evening, night and weekend shifts. This supplement should be included as part of the hourly rate of pay.

(Section C)
**PRORATING
SHIFT
DIFFERENTIAL
PAY**

Shift differential pay is prorated when employees are not eligible for shift differential pay for an entire pay period. Prorated shift differential pay is calculated on an annualized hourly basis.

1. The following formulas are to be used to determine the annualized hourly rate.
 - 1.1 Evening/night shift [Annual Salary) 2,080 hours x .13]
 - 1.2 Weekend shift [Annual Salary) 2,080 hours x .05]
2. Prorated shift differential pay is determined by multiplying the annualized hourly rate by the number of hours employees worked during the evening, night and/or weekend shifts during the pay period.

(Section D)
HOLIDAYS

1. Eligible employees assigned to work evening or night shifts are paid shift differential for official State holidays.
2. Since official State holidays are not observed on the weekends, employees who work weekend shifts are not eligible to be paid shift differential pay for official State holidays.

(Section E)
**FLSA
OVERTIME**

Shift differential payments **MUST** be included in the hourly rate when overtime pay is authorized for FLSA non-exempt employees.

(Section F)
**LUMP SUM
PAYMENT**

Shift differential payments are **NOT** included in the hourly rate used to calculate lump sum payments for accrued and unused annual leave that have been requested by employees granted leaves of absence without pay for thirty (30) calendar days or more.

(Section G)
**TERMINAL
LEAVE PAY**

Shift differential payments are **NOT** included in the hourly rate used to calculate terminal leave that is paid for accrued and unused annual leave upon separation from employment.

For additional information or assistance, please contact the Office of Human Resource Management and Development (OHRMD) – Operations & Benefits Section at 404/656-4588.
