

## DHHS POLICIES AND PROCEDURES

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<b>Section V:</b>	<b>Human Resources</b>
<b>Title:</b>	<b>Classification/Compensation</b>
<b>Chapter:</b>	<b>Shift Premium Pay</b>
<b>Current Effective Date:</b>	<b>11/22/10</b>
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### Purpose

The purpose of this policy is to establish procedures for providing shift premium pay for Department of Health and Human Services (DHHS) employees (GS 126 and 115C) who are regularly scheduled to work on either an evening, night or weekend shift. This policy is in compliance with and supplements the Office of State Personnel's [Shift Premium Pay](#) policy.

### Policy

This policy affords shift premium pay for employees in full-time and part-time (half time or more) permanent, probationary, trainee or time-limited appointments who are regularly scheduled to work on either an evening, night or weekend shift.

Previously approved DHHS shift premium rates of 10% for evening and night shifts and 5% for medically related classes assigned to weekends shall remain in effect unless changed by the Office of State Personnel.

Shift premium rates for the following direct care classification located in DHHS mental health, developmental disability, neuro-medical and alcohol/drug abuse facilities and schools (nursing only) shall remain unchanged unless approved by the Office of State Personnel:

### Shift Premium Rates

#### Nursing (RNs and LPNs)

Shift	Weekday Rate	Weekend Rate
Weekend	n/a	5% to a max of 10%
Evening	10% to 20%	Max of 30% including weekday rate
Night	10% to 20%	Max of 30% including weekday rate

**Health Care Technicians  
Youth Program Assistants  
Developmental Disability Trainers**

<b>Shift</b>	<b>Weekday Rate</b>	<b>Weekend Rate</b>
Weekend	n/a	Max of 5%
Evening	10% to 20%	Max of 25% including weekday rate
Night	10% to 20%	Max of 25% including weekday rate

**Implementation**

- For shift premium pay purposes within DHHS, shifts are defined in the BEACON Organization Management (OM) setting as:  
Evening Shift  
Night Shift  
Weekend Shift

For determining how shifts are designated in BEACON OM, DHHS shift hours are defined as:

- Day Shift                    7 a.m. to 3 p.m.
- Evening Shift              3 p.m. to 11 p.m.
- Night Shift                 11 p.m. to 7 a.m.

Weekend (Note: There are no start and end times that define a weekend in BEACON. The BEACON OM shift designation determines eligibility for weekend shift premium pay.)

A BEACON OM shift designation for a permanent full-time position shall be determined by the majority of hours (excluding a meal period) a position is scheduled on a regular, recurring basis between the hours of 3:00 p.m. and 7:00 a.m. (i.e., a schedule that has five hours on an evening shift and three hours on a night shift shall have a shift designation of “evening shift”). Permanent part-time position evening and night shift designations require four (4) or more hours (excluding a meal period) scheduled between the hours of 3:00 p.m. and 7:00 a.m.

Weekend shift premium pay in BEACON begins for employees whose positions are designated as “night shift” and are scheduled to work on Friday (starting at approximately 11 p.m. Friday) with eligibility for weekend premium continuing through the end of night shift Sunday (ending at approximately 7 a.m. Monday).

Below are examples of different schedules to assist in clarifying a shift designation:

<b>Appointment</b>	<b>Work Schedule</b>	<b>Eligible for Shift Premium</b>	<b>Shift Designation</b>	<b>Explanation</b>
Part-time (20 hrs/wk)	1pm-5pm	No	n/a	Only 2 hrs after 3pm
Part-time (25 hrs/wk)	2pm-7pm	Yes	Evening	4 hrs after 3pm; majority of hrs on evening shift
Part-time (20 hrs/wk)	10pm-2am	Yes	Night	3 hrs after 11pm; majority of hrs on night shift
Full-time	5am-2pm	No	n/a	Majority of hours not on night shift
Full-time	12pm-9pm	Yes	Evening	Majority of hours on evening shift
Full-time (established one hour meal period 4pm to 5pm)	11am-8pm	No	n/a	Majority of work hours not on evening shift
Full-time	7pm-7am	Yes	Night	Majority of hrs on night shift
Full-time	8am-5pm Rotate Monday - Sunday	Yes	Weekend	Only weekend hours are eligible for shift premium
Full-time	9am-7pm M-Th	No	n/a	Majority of hours are prior to 3pm

- Shift premium shall be paid for all hours worked beyond the regularly scheduled evening, night and weekend shift if required to complete a work assignment. The rate of shift premium shall be the rate assigned in BEACON for the evening, night and/or weekend shift designated to the employee's position and work schedule rule when substituting on another shift due to a vacancy or absence. A day shift employee substituting on evening, night or weekend shift shall receive the prevailing shift premium rate paid by the respective facility or school when substituting due to a vacancy or absence. This provision also includes eligibility for shift premium pay

when an evening, night or weekend shift employee is required to attend training or meetings not otherwise scheduled on his/her regular shift.

3. An employee shall not receive shift premium pay for hours not actually worked. This exclusion includes meal periods and such time periods as vacation leave, holidays, sick leave, jury duty and military leave.
4. An employee placed on investigation with pay shall be paid shift premium pay if otherwise eligible.
5. Shift premium pay shall not be paid to temporary employees.
6. Shift premium pay shall be received in addition to emergency callback pay if an employee's regular work schedule is an evening, night or weekend shift. An employee whose regular work schedule is a weekday shift and is required to respond to emergency callback on an evening, night or weekend shift is not eligible for shift premium pay.
7. Shift premium pay must be included in the calculation of the regular hourly rate of pay for the purposes of computing overtime for FLSA non-exempt employees.

*For questions or clarification on any of the information contained in this policy, please contact [Human Resources](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).*