

Employee Services Procedural Statement

Title: Shift Differential

Effective: 7/1/2023

Introduction

CU provides shift differential compensation for non-exempt employees in eligible job codes.

Procedural Statement

Non-exempt employees in eligible job codes shall receive the following shift differentials:

- Second shift differential of 7.5%
 - Shall be paid for all hours worked when half or more of the scheduled work hours fall between 4 p.m. and 11 p.m. Monday through Thursday
- Third shift differential of 14%
 - Shall be paid for all hours worked when half or more of the scheduled work hours fall between 11 p.m. and 6 a.m. Monday through Thursday
- Weekend shift differential of 20%
 - Shall be paid for all hours worked when more than half of the scheduled shift hours fall on a weekend shift that starts at 4 p.m. Friday evening through 6 a.m. Monday

Exceptions

While it is required to compensate employees in eligible job codes with shift differentials, a department may choose to compensate any other overtime eligible employee with shift differentials at the rates published above. This is at the discretion of the department and should be documented within the department.

Earnings Codes:

- Second shift differential
 - Code SHF – Second Shift Salaried
 - Code SHH – Second Shift Hourly
 - Code SHT – Second Shift Overtime
- Third shift differential
 - Code 3SS – Third Shift Salaried
 - Code 3SH – Third Shift Hourly
 - Code 3ST – Third Shift Overtime
- Weekend shift differential
 - Code 3HW – Weekend Shift Pay – Salaried
 - Code 3SW – Weekend Shift Pay – Hourly
 - Code 3OW – Weekend Shift Pay – Overtime