

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: **SHIFT DIFFERENTIAL PAY**
POLICY NUMBER: **HR-4.06**
EFFECTIVE DATE: **May 1998**
SUPERSEDES: **N/A**
LAST REVISION DATE: **January 2010**

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) that the medically monitored departments of SBHS that operate 24 hours a day, seven days a week have the authority to designate shifts and work hours to meet the needs of SBHS. RN's and LPN's are authorized to receive shift differential pay. Employees in these jobs, who work evening, night and/or weekend shifts, are eligible to receive this additional pay.

GENERAL PROVISIONS:

- I. SBHS specifies the following hours as the shifts eligible for shift differential:
Evenings – 3:00 pm -11:30 pm; Nights 11:00 pm – 7:30 am; Weekends – 7:00 am Saturday – 7:00 am Monday.
- II. SBHS is responsible for administering shift differential pay within the designated budget to all eligible employees in jobs specified in the Georgia Merit System Addenda to the Compensation Plan.
- III. Shift differential for part-time employees is paid on a lag basis.
- IV. Shift differential pay cannot be withheld from eligible employees for disciplinary purposes.

ELIGIBILITY FOR PAY:

- I. 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 begins with 7:00 am Saturday morning and ends at 7:00 am Monday morning.
- II. Eligible employees who are assigned to work evening or nightshifts and are absent at any time during the pay period, remain eligible for shift differential pay for the entire period under the following circumstances.

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- A. 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.
- B. 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 noted 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.

- C. 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.
- D. Employees permanently reassigned from evening, night or weekend shifts to a regular day shift are not paid shift differential for work performed during the regular day shift.
- E. Employees reassigned (temporarily) from a regular day shift to an evening, night or weekend shift are paid differential for any time worked during the evening, night or weekend shift.
- F. 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.
- G. 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.
- H. 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 shift.
- I. Part-time RN's and LPN's 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.

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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.

The following formulas are to be used to determine the annualized hourly rate:

- I. Evening/night shift (Annual Salary divided by 2,080 hours x.10/.13)
- II. Weekend day shift (Annual Salary divided by 2,080 hours x .05) x number of hours scheduled to work per month.
- III. Weekend evening/night shift (Annual Salary divided by 2080 hours x .15/.18) x number of hours scheduled to work per month.

FLSA OVERTIME:

Shift differential payments must be included in the hourly rate when overtime pay is authorized for FLSA non-exempt employees (LPN's).

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.

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.

REFERENCE:

Georgia State Merit System Addenda to the Compensation Plan

APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

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RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

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Date