

UNIVERSITY *of* HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

**SECTION: Human Resources**  
**AREA: Compensation**

**Procedure 02.01.05**

<b>SUBJECT: Shift Differential Pay</b>
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**I. PURPOSE AND SCOPE**

This procedure outlines the processes for determining when shift differential pay may be warranted, authorizing the appropriate level of shift differential pay, and reporting shift differential pay to the Payroll Department, in accordance with the companion policy.

**II. DEFINITIONS**

Applicable definitions may be found in the companion policy.

**III. PROCEDURES**

- A. Determining eligibility for shift differential pay: Regular, full-time, non-exempt employees shall be paid shift differential if working the evening or night shift, as defined in the companion policy. Questions related to eligibility and processing should be referred to the compensation section of the Human Resources Department.
- B. Positions that qualify for shift differential pay under this MAPP must be flagged appropriately in the payroll system. To accomplish this, information regarding position number and the shift code shall be provided to the Compensation section of the Human Resources Department. This may be provided on a position request form or a memorandum.

**SHIFT CODES**

- A Regular day shift (default)
  - B Evening shift
  - C Night shift
  - D Custodial/evening
  - V Variable - to be set for those whose shift may rotate
- C. Shift differential pay rates: Regular, full-time non-exempt employees who are scheduled to work during either the evening (2nd) or night (3rd) shifts shall receive shift differential pay in the amounts shown below:

- Evening shift (2nd shift) - \$.15/hour for all hours worked during that shift
- Night shift (3rd shift) - \$0.40/hour for all hours worked during that shift

D. Reporting shift differential pay: The eligible employee's supervisor is responsible for ensuring that the biweekly "Time and Effort Report" (time sheet) is completed correctly to reflect the appropriate time reporting category. These categories are:

<b>CODE</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>
056	Shift Eve	2nd Shift differential pay
057	Shift Eve 1.5	2nd Shift differential pay with overtime
058	Shift Night	3rd Shift differential pay
059	Shift Night 1.5	3rd Shift differential pay with overtime

#### IV. REVIEW AND RESPONSIBILITIES

Responsible Party: Assistant Vice President, Human Resources

Review: Every three years, on or before September 1

#### V. APPROVAL

Sara Goodwin, (Interim Director)  
Assistant Vice President, Human Resources

James T. Hale  
Senior Vice President for Administration and Finance

John M. Ivancevich  
Executive Vice President for Academic Affairs

Date of Approval: August 30, 1996

#### VI. REFERENCES

Fair Labor Standards Act (FLSA)  
UH System Administrative Memorandum 02.B.10  
MAPP Policy 2.01.05 - Shift Differential

Index terms:

Compensation

Salaries

Shift differential pay

Shift premium