



**Policy 4.55**  
**Shift & Weekend Differential**

**Responsible Official:** VP for Human Resources  
**Administering Division/Department:** Compensation  
**Effective Date:** March 30, 2007  
**Last Revision:** July 15, 2014

**Policy Sections:**

- I. Policy Details
- II. Related Links
- III. Contact Information
- IV. Revision History

**Policy Details**

Non-exempt employees who are scheduled to work evenings, nights and/or weekends each pay period may be eligible to receive additional compensation to base pay in the form of an hourly evening, night, and weekend differential. Shift differential is additional compensation intended to recognize time worked outside of day shifts.

Beginning and end times for evening, night and weekend shifts are determined by individual departments in conjunction with Compensation, to be consistent with Emory practice.

Differential rates are determined by an employee's classification. Compensation assigns the appropriate differential rate to a job classification based on job family, relative pay grade and competitive market level. Differential rates may be reviewed or revised periodically by Human Resources.

An employee who is typically assigned to the day shift must work a minimum of four hours into the evening shift in order to be paid a shift differential for the evening hours. An employee working the evening shift must work a minimum of four hours into the night shift to receive the night differential. Night shift employees who continue to work into the day shift will continue to earn the night shift differential.

If a business unit elects to pay shift differential, employees who typically work day shift and fill in for employees who typically work evenings, nights or weekends should receive the appropriate differentials while they temporarily work these shifts. Employees who typically work evenings, nights or weekends and fill in for employees who typically work day shift are not eligible for shift differential pay because the scheduled hours do not qualify for differential pay.

Shift differential should not be paid during excused leave for employees regularly assigned to evening, night, or weekend shifts: i.e., vacation, sick leave, floating holiday, holiday, jury duty, funeral leave and inclement weather.

Departments who are considering paying shift differential should develop a written plan that includes the jobs/positions eligible, the designated shift times, and the potential cost associated with the plan and review it with Compensation prior to implementing it within their business unit.

**Related Links**

- Current Version of This Policy: <http://policies.emory.edu/4.55>

**Contact Information**

Subject	Contact	Phone	Email
---------	---------	-------	-------

Associate Director, Compensation	Debra Smith	404-727-7588	dsmith6@emory.edu
----------------------------------	-------------	--------------	-------------------

### Revision History

- Version Published on: Dec 18, 2009
- Version Published on: Dec 18, 2009
- Version Published on: May 07, 2007 (*Original Publication*)

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit [policies.emory.edu](http://policies.emory.edu) to ensure that you are relying on the current version.*