Policy 4.55
Shift & Weekend Differential

This policy version was not current at the time of printing. Please see http://policies.emory.edu/4.55 for the current version.

Responsible Official: VP for Human Resources
Administering Division/Department: Compensation
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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.

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 level to a job classification based on job family, relative pay grade and competitive market level. Differential rates may be 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.

Employees who typically work day shift and fill in for employees who typically work evenings, nights or weekends may 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 will continue to receive the appropriate differential while they temporarily work day shift.

Shift differential will be paid for the following types of excused leave for employees regularly assigned to evening, night, or weekend shifts: vacation, sick leave, floating holiday, holiday, jury duty, funeral leave and inclement weather.

Departments who are newly considering paying shift differential must 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

Revision History