# Shift Differential Policy (DRAFT)

1. IDB employees who meet ALL the following criteria are categorized as working shift 4 and will receive shift differential pay.

 a. Are overtime eligible

 b. Are assigned shifts that regularly rotate from week to week

 c. Have a pre-defined schedule that is determined by the supervisor

 d. Have been assigned their schedule to meet programmatic needs

2. For shift differential to apply, an employee must work a majority of the shift's assigned hours, and at least 4 hours, outside the hours of 6 AM - 6 PM.

3. A shift is defined as all hours worked with unpaid meal breaks no longer than 1 hour in length. Shifts may cross into 2 calendar days.

4. If it applies to a shift, shift differential applies to the entire shift worked even if not all hours fall into the category that applies.

5. Established Shift Timeframes

 a. Shift 1 applies when the majority of hours worked are between 6 AM and 6 PM.

 b. Shift 2 applies when a majority of the hours worked are between 6 PM and 12 AM.

 c. Shift 3 applies when the majority of hours worked are between 12 AM and 6 AM.

6. If the number of hours worked divides equally between two shift categories, the higher number category is used.

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