



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 4.4100

DIVISION: Finance and Administration

TITLE: Shift Differentials

DATE: February 1, 1999

REVISED: N/A

Policy for: All Full-Time Non-Exempt Employees (Generally defined as EEO Skill Groups 40, 50, 60 and 70)

Authorized by: Director, Human Resources

### **I. Purpose and Scope**

Individuals performing tasks necessary to the operation of Western Kentucky University outside of the normal University hours of business shall be additionally compensated.

### **II. Policy**

A shift differential of five (5) percent is paid for employees whose shift ends four (4) or more hours after 4:00 p.m. or whose shift begins four (4) or more hours earlier than 8:00 a.m.

### **III. Procedure**

Once a shift differential is established, the pay premium is applied to hours worked as well as hours taken as vacation leave, sick leave, or other paid leave including University holiday periods.

### **IV. Exclusions**

1. The shift differential pay premium is not applicable to any terminal leave payments due upon termination of employment.
2. In addition, shift differential pay is not considered a part of an employee's base pay when calculating and awarding any annual pay increases.

**V. Related Policies**

See also:

**VI. Reason for Revision**

Not Applicable

Appendices: