



POLICY & PROCEDURE DOCUMENT

NUMBER: 4.4101

DIVISION: Finance and Administration

TITLE: Shift Differentials

DATE: February 1, 1999

REVISED: April 22, 2024

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

Authorized by: Department of 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

April 22, 2024 – Replaced outdated title with the department name.

Appendices: