THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	**Number:**	201.55
		Revised:	7/1/05
SUBJECT:	Shift Premium	**Date Issued:**	
		Review Date:	7/1/09
APPLIES TO:	Regular staff with the exception of those represented by a bargaining unit	**Attachment(s)**	0
ISSUED BY:	Human Resources and the Office of the Provost and Executive Vice President for Academic Affairs		

I. Policy

Shift premium, if applicable, will be paid as an addition to the base wage rate of employees in order to compensate those whose schedule of work starts on or after times specified in University regulations.

II. Regulations

A. Premium Rate:

Current shift premium rates are available at: http://www.umich.edu/%7Ehraa/compclass/shift.htm.

B. Shift premiums are in addition to the employee's regular rate of pay and are not included in the employee's base wage rate.

C. Shift Premium Schedules

Status	Starting Time	Premium Paid
Full-time (8 or more hours per calendar day)	on or after 12 noon and before 8 p.m.	Afternoon
	on or after 8 p.m. and before 4 a.m.	Evening
Part-time (less than 8 hours per calendar day)	on or after the hour resulting from adding one hour to 12 noon for each hour **that** a daily schedule of work is less than 8 hours.	Afternoon
	on or after the hour resulting from adding one hour to 8 p.m. for each hour a daily schedule of work is less than 8 hours.	Evening

D. Split Shift

When a shift is scheduled in two segments divided by a period exceeding one hour, the second segment will be considered a new starting time for the purpose of this policy.

E. Continuous Shifts

When full time employees work beyond their scheduled hours, they will continue to receive the shift premium, if any, determined by their starting time, except if they work an additional full shift they will be paid the shift premium for that shift or the shift premium for the first full shift whichever premium is greater.

F. Overtime

Overtime rate is calculated at one and one half times the employee's hourly rate plus shift premium, if any.

G. Vacation, Sick, Paid-Time-Off (PTO) and Holiday Pay

When an employee is paid vacation, sick, PTO, holiday or season day pay for time that would have included shift premium if worked, the payment will include shift premium.

H. Shift premium does not apply to situations in which units grant an employee's request for a special or alternate work schedule or start time.

Procedure: http://www.umich.edu/~hraa/procedures/spg201-55.htm