

Shift Differential Procedure

I. Provisions

a. Definition

- i. Shift Differential Pay (SDP) is one of the various pay additives provided to employees who are in SDP-designated positions (i.e., positions designated by an appropriate vice president for shift differential pay). SDP is a designated percentage provided to employees in addition to their base pay and is not considered a permanent pay increase.

b. Eligibility

- i. SDP-designated positions within a division are determined at the discretion of the appropriate vice president. Full-time and part-time exempt and nonexempt USPS and nonexempt temporary OPS employees in SDP-designated positions are eligible for this pay additive. A vice president's approval of a SDP for a certain employee within a specific work unit or department does not constitute the approval of an SDP for other employees who are in similar positions.
- ii. Eligible employees who work at least 4 hours of their regular 8-hour shift during the evening hours (i.e., hours between 6:00 p.m. and 12:00 a.m.) are provided a SDP equal to 5% of the pay range minimum of the employee's respective class for the total hours worked on the shift.
- iii. Eligible employees who work at least 4 hours of their regular 8-hour shift during the night hours (i.e., hours between 12:00 a.m. and 6:00 a.m.) are provided a SDP equal to 10% of the pay range minimum of the employee's respective class for the total hours worked on the shift.
- iv. The following employees are not affected by this policy.
 1. Employees on rotating shifts, i.e., employees who periodically alternate their regular 8-hour work shift from day hours (hours between 6:00 a.m. and 6:00 p.m.) to evening or night hours (hours between 6:00 p.m. and 6:00 a.m.). These employees are not eligible for SDP.
 2. A&P, faculty, adjunct (OPS) faculty employees, graduate assistants, and student assistants. These employees are not eligible for SDP.

c. General Provisions – Eligible employees are provided SDP in accordance with the provisions described below.

- i. In accordance with UCF procedures, policies, rules, and state regulations, SDP
 1. is included in the calculation of overtime pay (for hours worked in excess of 40 hours in a work week). SDP will also be included when calculating the payment of accumulated Special Compensatory Leave credit hours.
 2. is included in the calculation of an employee's paid time off hours (PTO) (i.e., annual leave, sick leave, and holiday hours that are paid when taken by the employee during a work week) provided

such PTO hours do not exceed a period of 80 consecutive work hours.

3. counts toward the calculation of retirement benefits.
 4. is discontinued when the employee no longer meets the eligibility provisions of this procedure as indicated by the department notification to UCF Human Resources.
- ii. Time worked is rounded to the nearest quarter of an hour when computing SDP for employees who receive this pay additive.
 - iii. Funding for the payment of SDP is provided by the department under which the eligible employee is employed.
 - iv. An employee's SDP rate will increase based on any increase to the pay range minimum of the employee's class).
 - v. The appropriate vice president may at his or her discretion discontinue the payment of this pay additive to employees at any time. In such cases, the university will provide the employee a 2-week written notice of the discontinuation of the SDP.

II. Payment Procedures

- a. A completed USPS position description submitted to Human Resources – Compensation and an Edit Existing Job ePAF are required for SDP.
- b. All SDPs are delayed one full pay period.
- c. Position descriptions and ePAFs must be completed and submitted for management review before a SDP can be removed from an employee's pay.