

HUMAN RESOURCES  
POLICY AND PROCEDURE MANUAL  
FOR  
MARLBOROUGH HOSPITAL  
MARLBOROUGH, MASSACHUSETTS

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POLICY: HR5  
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CATEGORY: HUMAN RESOURCES

SUBJECT: SHIFT DIFFERENTIALS

I. PURPOSE

To establish the eligibility for and payment of evening, night and weekend differentials.

II. POLICY

Non-exempt employees will receive additional compensation for hours worked on the evening, night and weekend shifts and such differentials will be applied to each hour worked on those shifts as described below.

III. PROCEDURE

Marlborough Hospital has defined eligibility for, and payment of, evening, night and weekend shift differentials to **designated** employees.

Eligible employees who occupy positions scheduled to work an evening, night or weekend shift will receive the currently approved differentials for hours worked.

Non-day shift employees whose work schedules start or finish within one hour of the defined shift times, will have all hours included as part of the applicable shift.

- Example: an employee who works 2:30 p.m. to 10:30 p.m. will be paid the evening shift for all hours worked, because the 2:30 p.m. start time is within one hour of the evening shift start of 3:00 p.m.
- Example: An employee who works 1:30 p.m. to 9:30 p.m. will receive the evening differential for the hours of 3:00 p.m. to 9:30 p.m., because the 1:30 p.m. start is more than one hour prior to the start of the evening shift.

Employees who work on a day shift will not be eligible for the differentials when working their regularly assigned schedules, even if hours overlap into the other shifts. However, when a day shift employee works beyond his/her regular work schedule and those extra hours extend beyond the 5:59 p.m. end of the day shift, or begin more than one hour before the end of the night shift, applicable differentials will be paid for hours worked during the defined evening and night shifts.

Regular shift employees receive the appropriate shift differential for Care time used as vacation and holiday hours that occur during scheduled paid time off. Differentials for time paid but not worked will be based on the employee's regularly assigned work schedule. Shift differential is not

paid for Care Time taken as sick time, personal time, or other paid absences, except for vacation time as noted above.

Employees working a day shift who extend their scheduled shift into the hours from 3:00 p.m. to 7:00 p.m. at the request of management and who would not otherwise be eligible for the evening shift differential shall receive the appropriate differential.

Employees working a night shift who extend their hours into the day shift at the request of management and who would not otherwise be eligible for continued differential shall receive the appropriate differential.

Employees working an evening shift who extend their hours into the night shift at the request of management and who would not otherwise be eligible for night differential shall receive the appropriate differential.

If an employee is on assigned on-call and is called into work during an evening, night or weekend shift, s/he shall be entitled to differential for each worked hour during those shifts.

If an employee is regularly assigned to a day shift and s/he requests, for his or her own convenience, to work at times which would normally be eligible for shift differential, those worked hours will not be eligible for shift differentials as described above. Prior to working those shifts, such a request must be approved by the employee's Manager.

**I. Definitions:**

The **day shift** is any work schedule finishing before 5:59 p.m. where the majority of hours are worked after 7:00 a.m.

The **evening shift** is any work schedule, not included in the definition of a "day shift," during the hours between 3:00 p.m. and 11:00 p.m.

The **night shift** is any work schedule, not included in the definition of a "day shift," during the hours between 11:00 p.m. and 7:00 a.m.

The **weekend shift** is the hours between 11:00 p.m. on Friday and 11:00 p.m. on Sunday.

**Shift** - where used in this policy, evening, night and weekend shift will mean the hours defined above, not the specific work schedules of departments or employees.

**Non-exempt** - a position subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

**Regular shift employee** - an employee who regularly works only all evening and/or night schedules, whereby differentials are paid for at least the majority of hours worked.

**II. General Procedure:**

Individual department managers will manage work schedules with employees and ensure that the appropriate differential is paid.

Rescission: This policy rescinds former policies HR3j and HR3h, dated 3/9/95 and 8/1/97, 1/15/99 respectively.

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Developed by the Human Resources Department