



RUTGERS POLICY

Section: 60.9.16

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Shift Differential

Formerly Book: 30-01-30-80:00

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued:

Revisions: 7/10/2007; 7/1/2013; 10/10/2013 (Updated title)

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for the Policy**
To provide guidelines to assist legacy UMDNJ departments.
3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**
N/A
5. **Contacts**
University Human Resources 848-932-3020
6. **The Policy**

60.9.16 SHIFT DIFFERENTIAL

Legacy UMDNJ positions are provided premium differential pay for eligible staff employees formally assigned to work the evening and night shifts. A job classification's eligibility or ineligibility for shift differential will be determined by the University Human Resources, Compensation Services Office at the time it is established. This will be based upon contractual obligations, FLSA (Fair Labor Standards Act) status, market practices and other appropriate considerations. Shift differential is considered a premium payment; it is not considered a part of base pay.

The controlling factor as to entitlement to shift differential compensation is the time the work is performed and the amount of hours worked during that period.

1. If an employee who is in a position eligible for shift differential pay works at least half of his/her work hours (excluding overtime) between 3:00 PM and 6:00 AM, the shift differential must be paid for the entire shift.
2. If the employee works less than half of his/her shift (excluding overtime) between 3:00 PM and 6:00 AM, no shift differential will be paid.

For specific information regarding shift differential rates, please contact your Human Resources office:

Camden: 856-225-6475

Newark: 973-353-5500

New Brunswick: 848-932-3020

Health Sciences-Newark: 973-972-6741