

Standard Practice Guide Policies

Shift Premium

201.55

Applies to: Regular staff with the exception of those represented by a bargaining unit, and select temporary staff

I. Policy

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

Temporary employees are generally not eligible for shift premium. However, shift premium may be paid to temporary employees when it meets operational needs and with the approval of the appropriate Human Resources office

II. Regulations

A. Premium Rate:

Current shift premium rates are available at: <http://www.hr.umich.edu/compclass/schedules/shifton.html> (<http://www.hr.umich.edu/compclass/schedules/shifton.html>) (<http://www.hr.umich.edu/compclass/schedules/shifton.html>) (<http://www.hr.umich.edu/compclass/schedules/shifton.html>)).

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	On or after 4 a.m. and before 12 noon	None/ Weekend Day**
(8 or more hours per calendar day)	On or after 12 noon and before 8 p.m.	Afternoon/ Weekend Afternoon**
	On or after 8 p.m. and before 4 a.m.	Evening/ Weekend Evening**
Part-time	On or after the hour resulting from adding one hour to 4 a.m. for each hour that a daily schedule of work is less than 8 hours.	None/ Weekend Day**
(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/ Weekend 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/ Weekend Evening**

* Note: Departments that wish to establish an earlier shift premium eligibility start time definition due to operational needs (e.g., 11 a.m. for afternoon shift premium instead of noon) may establish an alternate definition with approval from the appropriate Human Resource office.

**Note: see current shift premium rates to determine classifications eligible for different weekend shift premium

D. 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: <https://hr.umich.edu/working-u-m/my-employment/uhr-procedures/20155-shift-premiums> (<https://hr.umich.edu/working-u-m/my-employment/uhr-procedures/20155-shift-premiums>)

Notes

This SPG was reviewed in January 2017 with no changes.

This SPG was updated in May 2018 to update the shift premium rates and to provide flexibility for units in determining shift premium eligibility start time.

File Attachments

Printable PDF of SPG 201.55, Shift Premium (<http://www.spg.umich.edu/sites/default/files/policies/201x55.pdf>)

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Related Links:

Procedures (<https://hr.umich.edu/working-u-m/my-employment/uhr-procedures/20155-shift-premiums>)

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