

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

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.

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>)

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. STANDARD SHIFT PREMIUM SCHEDULE

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**

Status	Starting Time*	Premium Paid
	On or after 8 p.m. and before 4 a.m.	Evening/ Weekend Evening**
Part-time (less than 8 hours per calendar day)	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**
	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. SHIFT PREMIUM FOR MICHIGAN MEDICINE

Status	Starting Time	Premium Paid
Eligibility	Non-bargained for staff supporting 24/7 operations or those regularly scheduled to work shifts outside of M-F Days (i.e., weekends, afternoons/nights)	
Full-time (8 or more hours per calendar day)	On or after 3 a.m. and before 11 a.m. or has the majority of hours scheduled between 7 a.m. and 3 p.m.	None/ Weekend Day
	On or after 11 a.m. and before 7 p.m. or has the majority of hours scheduled between 3 p.m. and 11 p.m.	Afternoon/ Weekend Afternoon***

*** Note: See current shift premium rates to determine classifications eligible for different weekend shift premium: <http://www.hr.umich.edu/compclass/schedules/shifton.html> (<http://www.hr.umich.edu/compclass/schedules/shifton.html>)

Status	Starting Time	Premium Paid
	On or after 7 p.m. and before 3 a.m. or has the majority of hours scheduled between 11 p.m. and 7 a.m.	Nights/ Weekend Night
Part-time	On or after the hour resulting from adding one hour to 3 a.m. for each hour that a daily schedule of work is less than 8 hours or has the majority of hours scheduled between 7 a.m. and 3 p.m. after using the calculation above.	None/ Weekend Day
(less than 8 hours per calendar day)	On or after the hour resulting from adding one hour to 11 a.m. for each hour that a daily schedule of work is less than 8 hours or has the majority of hours scheduled between 3 p.m. and 11 p.m. after using the calculation above.	Afternoon/ Weekend Afternoon
	On or after the hour resulting from adding one hour to 7 p.m. for each hour a daily schedule of work is less than 8 hours or has the majority of hours scheduled between 11 p.m. and 7 a.m. after using the calculation above.	Night/ Weekend Night
<p>*** Note: See current shift premium rates to determine classifications eligible for different weekend shift premium: http://www.hr.umich.edu/compclass/schedules/shifton.html (http://www.hr.umich.edu/compclass/schedules/shifton.html)</p>		

E. 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.

F. CONTINUOUS SHIFTS

When full time employees work beyond (either before or after) their scheduled shift, they will continue to receive the shift premium, if any, determined by their starting time, or where majority of the hours are worked, 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.

G. OVERTIME

Overtime rate is calculated at one and one half times the employee's hourly rate plus

shift premium, if any.

H. VACATION, SICK, PAID-TIME-OFF (PTO) AND HOLIDAY PAY

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

- I. 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 updated in November 2019 to add majority of the hours language for Michigan Medicine units, which includes Medical School.

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.

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.

This SPG was updated on August 15, 2018 changing "evening" references to "night," and to provide separate shift premium schedules for Michigan Medicine.

This SPG was updated in September 2018 to clarify impact of SPG 201.30-6, Paid Maternity (Childbirth) and Parental Leaves.

This SPG was updated in November 2019 to add majority of the hours language for Michigan Medicine units, which includes the Medical School.

File Attachments

Printable PDF of SPG 201.55, Shift Premium (November 2019) (https://spg.umich.edu/sites/default/files/policies/201x55_7.pdf)

Hard copies of this document are considered uncontrolled. If you have a printed version, please refer to the University SPG website (spg.umich.edu) for the official, most recent version.

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Related Links:

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