

Standard Practice Guide Policies

Shift Premium

201.55

Applies to: Regular staff except those covered by the terms of a collective bargaining agreement, 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 and standard shift premium schedules 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. 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.

D. 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.

E. OVERTIME

Overtime rate is calculated at one and one half times the employee's hourly rate plus shift premium, if any, for hours worked over forty (40) in one week.

F. 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, floating holiday, or season day pay for time that would have included shift premium if worked, the payment will include shift premium.

G. 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.

Notes

This SPG was updated in December 2024 to clarify the impact of the floating holiday.

This SPG was updated in October 2023 to refer to compensation webpage for shift premium rates and schedules.

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 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 reviewed in January 2017 with no changes.

SPG Number:

201.55

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Regular staff except those covered by the terms of a collective bargaining agreement, and select temporary staff

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University Human Resources; Office of the Provost
and Executive Vice President for Academic Affairs

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Staff HR Compensation and Classification

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Related Policies:

Holidays (/policy/201.26-0)

Paid Maternity (Childbirth) and Parental Leaves (/policy/201.30-6)

Season Days (/policy/201.26-1)

Sick Time Pay (/policy/201.11-0)

Vacation (/policy/201.64-0)

Related Links:

Shift premium rates and standard shift premium schedules

(<http://www.hr.umich.edu/compclass/schedules/shifton.html>)

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