

Shift Differential

THIS POLICY

Policy Number:

Effective Date: 01/01/2017

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REPLACES POLICY

Policy Number: 308

Effective Date: 11/01/02

POLICY:

Wesley Woods Senior Living, Inc., will pay shift differential to employees in designated positions in designated locations based on competitive market conditions.

GUIDELINES:

1. Human Resources is responsible for determining the positions that are eligible for shift differential.
2. **Evening and Night Differential**
Non-exempt employees whose regular work schedule occurs at a time other than during the weekday first shift may be eligible to receive additional compensation to base pay in the form of evening, night and/or weekend hour differential pay.

The definitions of evening and night shifts, for the purpose of earning shift differential pay, are as follows:

Evening Shift – Shifts of four or more hours when at least four of the hours are worked between 3:00 p.m. to 11:00 p.m.

Night Shift – Shifts of four or more hours when at least four of the hours are worked between 11:00 p.m. to 7:00 a.m.

Weekend Shift Differential - Eligible Employees working a shift on a Saturday or Sunday are paid a weekend differential. For this differential, weekends are from 11:00 p.m. Friday to 11:00 p.m. Sunday.

Eligible Employees working an Evening and/or Night Shift will also receive this differential.

Differentials will be paid at different rates depending upon the position.

Differential pay is earned only for hours actually worked during the evening, night and weekend and will not be paid for hours accounted for through leave, paid time off, holidays or other absences. Positions eligible for shift differential are determined by Human Resources. Should a non-exempt employee receiving a differential work in excess of 40 hours in a workweek, the differential will be combined with the employees' base hourly rate in calculating the rate of pay used to determine the overtime rate for hours worked.

*Approved By: Terry Barcroft/CEO, Wesley Woods Inc. Last Reviewed 11/01/02
Date Reviewed: 01/01/2017 Traci Montgomery, Director Human Resources*

