2.15.5 Shift Differential Pay

KCTCS recognizes the need for supplemental pay for certain designated positions in specific occupational categories within the KCTCS classification and compensation plan for hours of work that may be in periods of time or in circumstances other than those considered normal. The KCTCS System Director of Human Resources is responsible for establishing and administering supplemental pay policies.

One of these types of supplemental pay is referred to as a shift differential, a premium pay in addition to the normal rate of pay. Only non-exempt staff are eligible for shift differential pay.

A differential rate of pay shall be added to the regularly established rate of pay for eligible staff employees working on designated second and third shift operations.

Shift differential rates shall be a minimum of:

$ 0.30 per hour for second shift
$ 0.40 per hour for third shift

The college president/ceo, or other appropriately designated official, shall determine the exact hours of the second and third shift operations for the college as an entire operation. Shift hours and shift differential rates shall remain consistent throughout all departments of each college.

The determination of an employee's eligibility to receive shift differential pay is based on the position the employee regularly holds, and the shift the position is normally assigned. The determination of a position's eligibility for shift differential pay is based on the occupational category of the position, with this eligibility applying to all positions within the same designated occupational category, as determined by the college president/ceo and not solely by position title. The college director of human resources, in conjunction with the college payroll staff, shall coordinate and ensure that all college employees within the same occupational category (for example: custodial/service category or maintenance category) shall or shall not receive a shift differential pay based on the work shifts the employees are regularly assigned.

Only employees who are regularly scheduled to work second or third shift on an ongoing basis shall receive shift differential pay. Employees who are regularly scheduled to work first shift shall not receive shift differential pay for partial shifts for hours worked on 2nd or 3rd shifts immediately prior to or immediately following their regularly scheduled shift. Employees who work the complete 7.5 hours during second or third shift shall receive shift differential pay.

Employees who are regularly scheduled to work second or third shift shall receive shift differential pay during paid leaves.

Shift differential pay shall be added to the normal wage rate as a basis for computing the

overtime rate but shall not be added to the normal wage rate for computing annual increases.

In addition, shift differential pay shall be addressed in accordance with applicable KCTCS policies and human resources procedure(s) regarding pay and scheduling.

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Approval Date	Date(s) of Last Review	Date(s) of Last Revision *(Include all dates in chronological order)*

(SIGNED)	5-23-06	(SIGNED)	5-23-06
Recommended by	Date	President, KCTCS	Date