

Number 12.4 - SHIFT DIFFERENTIAL

Effective: March 1, 1996

Applicable To: All classified bargaining unit employees with the Executive Branch of the State of Vermont.

Issued By: Department of Personnel

Approved By: William H. Sorrell, Secretary of Administration

PURPOSE AND POLICY STATEMENT

It is the policy of the State of Vermont to provide additional compensation to employees who are required to work evenings and nights as part of their regularly scheduled duty assignment.

The purpose of this policy is to define shift differential and set forth the circumstances under which it is paid.

GENERAL GUIDELINES

The Shift Differential Article of the current Agreements between the State of Vermont and the Vermont State Employees' Association, Inc. (VSEA) must be adhered to when administering this policy.

Non-bargaining unit employees may be eligible for shift differential if specified in the Extension of Benefits (See Appendix D of this manual, Extension of Benefits).

Employees receive:

- second shift differential if they work at least two (2) hours of an assigned shift which contains at least two (2) hours between 6:00 p.m. and midnight;
- third shift differential if they work at least two (2) hours of an assigned shift which contains at least two (2) hours between midnight and 6:00 a.m. (after 2:30 a.m. for State Police).

Employees in overtime categories 13 and 18 are not eligible for shift differential. Other categories of employees may be specifically excluded by contractual agreement or regulation.

Employees regularly assigned to the first shift are not eligible for shift differential if they work overtime on a second or third shift.

SHIFT DIFFERENTIAL RATES

The rates for shift differential are contained in the contract.

Shift differential is added to the basic hourly rate before cash overtime is computed.