

Shift Differential Policy

1. **Eligibility Criteria:** Shift differential pay will be provided to eligible employees based on their job role, department, or work location. Eligibility criteria will be clearly defined and communicated to all employees.

2. **Shift Categories:** Shift differentials will be applicable for the following shift categories:

- **Night shifts:** Defined as shifts that primarily occur between 6:00 PM and 6:00 AM.
- **Weekends:** Defined as shifts that fall on Saturdays and Sundays.
- **Holidays:** Defined as shifts that coincide with recognized public holidays.
- **Non-standard hours:** Defined as shifts that do not align with the standard work hours of the organization.

3. **Differential Rates:** The shift differential rates will vary based on the shift category. The specific percentage or amount of increase will be as follows:

- **Night shifts:** 15% increase in the standard hourly pay rate.
- **Weekends:** 10% increase in the standard hourly pay rate.
- **Holidays:** 20% increase in the standard hourly pay rate.
- **Non-standard hours:** 5% increase in the standard hourly pay rate.

4. **Calculation Method:** Shift differentials will be calculated as a percentage increase over the employee's base pay rate. For example, if an employee's base pay is \$20 per hour and they are eligible for a 15% night shift differential, their pay rate for that shift will be \$23 per hour.

5. **Pay Periods:** Shift differentials will be paid on a biweekly basis along with regular wages. The differential amount earned during the pay period will be clearly stated on the employee's pay stub.

6. **Employee Communication:** Information about shift differentials will be provided to employees during the hiring process, orientation, and through company communications. Employees will have access to written materials detailing the eligibility criteria, shift categories, and rates.

7. Changes and Amendments: Any changes to the shift differential rates or eligibility criteria will be communicated to employees through written notices, email communications, or employee meetings. Changes will be implemented in compliance with relevant labor laws and with reasonable notice.

8. Overtime and Other Pay Factors: Shift differentials will not affect an employee's entitlement to overtime pay. Overtime pay will be calculated based on the employee's adjusted pay rate, including the shift differential.

9. Dispute Resolution: Employees who have concerns or disputes related to shift differential calculations or eligibility can follow the company's standard dispute resolution procedure. This may involve discussing the issue with a supervisor, HR representative, or designated authority.

10. Record Keeping: Accurate records of hours worked and shift differentials paid will be maintained by the company. These records will be accessible to employees upon request and will be used to ensure compliance with labor laws.

This Shift Differential Policy is intended to provide transparency and fairness in compensating employees for working shifts outside of standard hours. It is a part of our commitment to recognizing the valuable contributions of our workforce.