



Shift Differential Pay # 1710.290

INITIAL EFFECTIVE DATE: July 2005	LAST REVISION DATE: May 7, 2025	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Compensation Administration
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POLICY STATEMENT

Eligible employees are to be paid a shift differential salary additive for the entire shift when assigned to work an evening or a night shift.

SCOPE

This policy applies to non-exempt staff employees.

REASON FOR POLICY

The policy is to set criteria for payment of premium shift differentials for non-exempt staff employees who work shifts other than the regular day shift to meet the needs of the University.

DEFINITIONS	
TERM	DEFINITIONS
Non-Exempt Employee	A non-exempt employee is a worker who is entitled to overtime pay and minimum wage as described in the Fair Labor Standards Act (FLSA) administered by the Wage and Hour Division of the U.S. Department of Labor.
Exempt Employee	An exempt employee is a worker who does not receive overtime under the Fair Labor Standards Act (FLSA) which is administered by the Wage and Hour Division of the U.S. Department of Labor.

ROLES AND RESPONSIBILITIES

Compensation Administration: Responsible for the organization’s management of pay practices for non-faculty employees including the oversight for policies relating to the overtime and compensatory time.



RELATED RESOURCES

N/A

CONTACTS

Division of Human Resources
Compensation Administration
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HISTORY

Initial Effective Date: September 22, 2006

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): November 14, 2008, August 19, 2013; June 2, 2017 (Readopted); November 17, 2020; February 15, 2024; May 7, 2025.



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PROCEDURE STATEMENT
<p>1. Employees are eligible to be paid a shift differential salary additive for the entire shift when assigned to work an evening or a night shift as follows:</p> <ul style="list-style-type: none"> a. Evening: A differential of 5% is paid for shifts where the majority of the hours fall after 6:00 p.m. b. Night: A differential of 8% is paid for shifts where the majority of the hours fall after midnight. <p>2. The shift differential additive is included in the calculation of an employee’s regular rate of pay for purposes of computing overtime pay.</p>