

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section:	Compensation and Benefits
Standard:	SPECIAL TYPES OF PAY FOR FULL-TIME NON-EXEMPT EMPLOYEES
Section #:	C-6
Effective:	June 24, 2008

See Also:	Base Compensation Plan; Timekeeping; Payroll; Work Schedules and Overtime For Non-Exempt Employees
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GENERAL STANDARD

The Authority may provide additional compensation to full-time non-exempt employees who are assigned to a work shift outside the Authority's normal business hours, employees who have been asked by management to assume the duties of a higher level position for a temporary period, employees who are required to be on-call for the Authority outside of their routine work schedule and for other required business purposes.

DEFINITIONS

Night shift is an assigned schedule of work hours of which at least half of the shift is between 6:00 p.m. and 8:00 a.m.

Acting assignment is an assignment during which a full-time employee performs all the duties and responsibilities of a position in a class in a higher salary range/grade for a period of at least thirty (30) workdays.

Temporary assignment is an assignment during which an employee performs the duties of another employee who occupies a position in a class with a higher salary range/grade and who is expected to be absent for at least five (5) consecutive scheduled workdays.

Call back work is defined as work performed by an employee who, having completed his/her normal work shift and departed from the work site, is required to return to work at an Authority work site three (3) hours or more prior to his/her next regularly scheduled work shift.

Standby time is defined as time when an employee remains available “on call” to return to work to perform an essential service, if necessary.

SPECIFIC STANDARDS

Shift Differentials for Full-Time Non-Exempt Employees

- ❑ Full-time non-exempt employees who work night shifts may receive an additional hourly pay differential in the amount of \$1.20 per hour.
- ❑ Shift differentials and other special types of pay described in this Standard are *not* considered as base compensation when salary increases or applicable benefits are calculated.
- ❑ Salary increases and benefits based on compensation are calculated on employees’ base pay amounts only.
- ❑ Employees who transfer to a regular shift or who work regular shift hours for a temporary period do not receive the night shift differential when working a regular shift.
- ❑ Employees do not receive differential pay during periods when they are not at work and for which they are receiving holiday, PTO, disability or any other types of PTO.
- ❑ Job assignments resulting in the payment of a shift differential are subject to change at any time and in the Authority’s sole discretion.

Acting Pay Differential

- ❑ To be eligible for acting pay differential, the employee must assume the full range of a higher-level employee’s responsibilities for a minimum of thirty days. Employees assigned temporary acting assignments for career development purposes are not eligible to receive “acting” pay.
- ❑ While serving in an approved acting assignment, an employee will receive out-of-class pay equal to a five percent (5%) increase in the employee’s base

pay amount or the minimum of the pay range/grade for the position assigned on an acting basis, whichever is greater.

- ❑ Assignments for which acting pay is granted may be approved for no more than three months, unless extended for compelling business reasons by the appropriate Vice President and the Director, Human Resources.
- ❑ Job assignments that result in acting pay are subject to change at any time and in the Authority's sole discretion.

Temporary Assignment Pay Differential

- ❑ To be eligible for a temporary assignment differential, the employee must assume the duties of another employee occupying a higher salary range/grade who is expected to be absent for at least five (5) consecutive scheduled workdays, but less than thirty (30) days. Such assignments are made at the discretion of the Department Director.
- ❑ While serving in an approved temporary assignment, an employee generally receives a temporary assignment differential equal to a five percent (5%) increase in the employee's base pay amount. However, the employee may receive the minimum of the higher pay range/grade for the position to which the employee temporarily is assigned, if approved by the appropriate Vice President and the Director, Human Resources.
- ❑ Job assignments that result in a temporary assignment differential are subject to change at any time and in the Authority's sole discretion.

Call-Back/Standby Pay for Full-Time Non-Exempt Employees

- ❑ If a full-time non-exempt employee is called back to work three (3) hours or more prior to beginning his/her regularly scheduled work shift, the employee will receive call back pay for a minimum of three hours at a rate equal to time and one-half of his/her regular hourly base pay rate.
- ❑ If a full-time, non-exempt employee is called back to work less than three (3) hours prior to beginning his/her regularly scheduled work shift, the employee will receive call back pay for the time worked prior to the beginning of the

regular work shift at a rate equal to time and one-half of his/her regular hourly base pay rate.

- ❑ A full-time non-exempt employee who is entitled to overtime compensation for call-back time shall be paid for a reasonable estimate of time required to travel from his/her residence to work as well as for the time actually worked. The total time cannot be less than three (3) hours and is paid at the same hourly rate as overtime. See ***Work Schedules and Overtime*** Standard.
- ❑ A full-time non-exempt employee who is assigned a standby shift of at least eight (8) consecutive hours will receive one (1) hour's compensation at his/her regular hourly base rate for each standby assignment, not to exceed two (2) hours in any 24-hour period. Standby time shall not count as time worked for the purpose of determining overtime eligibility.

PROCEDURES

For call-back pay, managers shall ensure that full-time, non-exempt employees accurately record the beginning and ending times and the total for time required to travel from their residence to work, the time actually worked, and the total number of overtime hours.

For shift differential pay, managers shall ensure the employee's time record accurately shows the number of shifts worked during the night shift, including the beginning and ending times of each shift.

Managers shall submit a *Personnel Action Form* ("PAF") reflecting an employee's temporary or acting assignment with pay change information to a Human Resources representative. The PAF should document the range of position responsibilities the employee will be assigned and expected to perform and validate that the employee has the skills to competently perform the responsibilities at the required level.

Once the PAF is received, Human Resources Department staff processes the request and provides information to the Payroll Office to ensure that the appropriate pay adjustments are made.

If, for compelling reasons, an acting assignment must be extended beyond the three-month maximum, approval signature from the appropriate Vice President

must be obtained by the manager prior to sending the extension request to the Human Resources representative.