

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:	May 31, 2017

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 regular 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 one-half (1/2) of this shift is worked after 6:00 pm and before 8:00 am.

Acting Assignment is an assignment during which a full-time employee performs the essential duties as required 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 a full-time employee performs some of the essential duties of another employee who occupies a position in a class with a higher salary range/grade.

Development Assignment is an assignment during which a full-time employee, for a defined period as established by the Authority and without additional pay, performs some or all of the specific duties of a higher position under the direction of a manager, supervisor, or skilled-level individual to learn new skills and further professional development.

Call Back Work is defined as work performed by a full-time employee who, having completed their scheduled work shift and departed from the work site, is required to return to work at an Authority work site three (3) hours or more before their next regularly scheduled work shift.

Standby Time is when the Authority requires a full-time employee to remain 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. For a Night Shift, when at least fifty percent (50%) of an employee’s shift is worked between 6:00 pm and 12:00 am, a differential in the amount of \$2.25 per hour is applied. For a Night Shift, when at least fifty percent (50%) of an employee’s shift is worked between 12:00 am and 8:00 am, a differential in the amount of \$2.50 per hour is applied.
- ❑ Shift differentials and other special types of pay described in this Standard are *not* considered base compensation when salary increases or applicable benefits are calculated.
- ❑ Salary increases and benefits are calculated using an employee’s base compensation only.
- ❑ Employees who transfer to a daytime shift or who work daytime hours for a temporary period do not receive the Night Shift differential when working a daytime 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 a shift differential., Shift differential payments are subject to change at any time at the Authority’s sole discretion.

Acting Assignment Pay Differential

- ❑ To be eligible for the Acting Assignment differential, the employee must assume the essential duties of a higher-level employee's position. Employees offered Development Assignments are not eligible to receive "acting" pay.
- ❑ While serving in an approved Acting Assignment, an employee will receive acting 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 interim basis, whichever is greater.
- ❑ Assignments for which acting pay is granted may be approved for no more than three (3) months unless extended for compelling business reasons by the appropriate Vice President and the Director, Human Resources (HR).
- ❑ Job assignments that result in acting pay are subject to change at any time and at the Authority's sole discretion.

Temporary Assignment Pay Differential

- ❑ To be eligible for a Temporary Assignment differential, the employee must assume a portion of the duties of another employee occupying a higher salary range/grade who is expected to be absent-.
- ❑ While serving in an approved Temporary Assignment, an employee generally receives a Temporary Assignment differential of up to a five percent (5%) increase in the employee's base pay amount.
- ❑ An employee is not eligible for a Temporary Assignment differential for additional duties assigned that are within the scope of the employee's current classification or a classification in the same salary band.
- ❑ Job assignments that result in a Temporary Assignment differential are subject to change at any time and at the Authority's sole discretion.

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

- ❑ If a full-time non-exempt employee is called back to work three (3) hours or more before beginning their next 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 their regular hourly base rate of pay.
- ❑ If a full-time non-exempt employee is called back to work less than three (3) hours before beginning their next regularly scheduled work shift, the employee will receive call-back pay for the time worked before the beginning of the regular work shift at a rate equal to time and one-half of their regular hourly base rate of pay.
- ❑ A full-time non-exempt employee who is entitled to overtime compensation for Call-Back time shall be paid for a reasonable estimate of the time required to travel from their residence to work as well as for the time worked. The minimum Call Back 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 their regular hourly base rate of pay for each standby shift assignment, not to exceed two (2) hours in any 24 hours. Standby Time shall not count as time worked to determine overtime eligibility.

PROCEDURES

For Call-Back pay, managers shall ensure that full-time, non-exempt employee's accurately record the beginning and ending times. The total time required to travel from their residence to work, the time worked, and the total number of overtime hours.

For Night Shift differential pay, managers shall ensure the full-time non-exempt employee's time record accurately reflects 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 an HR 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 perform the responsibilities at the level necessary.

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

If for compelling reasons, an acting assignment must be extended beyond the three-month maximum, approval from the appropriate Vice President must be obtained by the manager before sending the extension request to the HRs representative.