

**Department of Finance and Administration
Office of Personnel Management**

Policy Title: **Shift Differentials**

Policy Number: **34**

Authority: **Ark. Code Ann. § 21-5-220**

Revised: **July 1, 2017**

An employee may receive additional compensation up to twelve percent (12%) of the hourly rate for which he or she is eligible as a shift differential if the employee's working hours do not conform to the normal state business hours of 8:00 a.m. to 4:30 p.m.

Agencies may submit a request for a shift differential rate of pay to the Office of Personnel Management (OPM) for review and approval by the Chief Fiscal Officer of the State (CFO) if the following exist:

1. The agency routinely schedule more than one (1) work shift per day;
2. The shift the employee is assigned to work is a full work shift; and
3. The employee is regularly assigned to the late shift or is assigned to the shift on a regularly scheduled rotating basis.

Any changes to shift schedule, job classifications, positions, and shift differential percentages require prior approval from the CFO.

The request by the agency to OPM must include the following:

1. The shift schedule;
2. Job classifications;
3. Positions eligible for the shift differential; and
4. The differential percentage for which each classification is eligible within each shift.

If a facility uses shifts other than the traditional eight hour shifts, a shift differential may be paid for those shifts exceeding the normal day shift at the facility.

Employees near or at the maximum pay level for their grade may receive the differential not to exceed twelve percent (12%) of the assigned pay grade and the additional compensation will not be considered as exceeding the maximum pay level.

If an employee that receives a shift differential is reassigned to a normal shift, the differential will be removed on the day the employee begins the normal shift and the employee will receive the rate of pay for which he or she is eligible.

OPM will report all shift differential approvals to the Legislative Council or, if the General Assembly is in session, the Joint Budget Committee (JBC) at the next regularly scheduled meeting.

Evening shift

An employee assigned to the evening shift is eligible to receive additional compensation up to six percent (6%) of their rate of pay.

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Night shift

An employee assigned to the evening shift is eligible to receive additional compensation up to twelve percent (12%) of their hourly rate of pay.

Weekend shift

Employees working in areas that provide critical support, custody, and designated care at state-operated inpatient hospital facilities, state-operated human development centers, or maximum security units at correctional facilities during weekend hours are eligible to receive up to twenty percent (20%) of their hourly rate of pay.

Employees working in areas that do not provide critical care but who work during weekend hours are eligible to receive up to fifteen percent (15%) of their hourly rate of pay.

Weekend hours begin no earlier than 2:30 p.m. on Friday and end no later than 8:00 a.m. on the following Monday.