

Office of Personnel Management

Policy

Policy Title: Shift Differential	Policy Number: 20.04
Citation: Arkansas Code Annotated § 21-5-220	Forms: None

Purpose

Arkansas law allows for employees whose working hours do not conform to normal state business hours to be eligible for an additional compensation of the hourly rate.

Specific Provisions

Agencies or institutions who routinely schedule more than one (1) work shift per day and need to implement a shift differential rate of pay must submit a plan to the Office of Personnel Management (OPM) for review and approval by the Chief Fiscal Officer of the State. For an employee to be eligible for the shift differential rate of pay, the employee's shift shall be a full work shift, and the employee must be regularly assigned to the late shift or weekend shift or must be assigned on a regularly scheduled rotating basis to these shifts.

The agency or institution shall identify the shifts, job classifications, and positions eligible for the shift differential and the differential percentage for which each classification is eligible within each shift. Subsequent changes to the shift schedule, job classifications, positions and shift differential percentages shall receive prior approval from the Chief Fiscal Officer of the State. OPM shall report all shift differential approvals to the Personnel Committee of the Legislative Council.

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

An employee assigned to an evening shift shall not receive additional compensation that exceeds six percent (6%) above their base rate of pay.

An employee assigned to the night shift shall not receive additional compensation that exceeds twelve percent (12%) above their base rate of pay.

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An employee who works in areas providing critical support, custody, and care to designated client service units at state-operated inpatient hospital facilities, at state-operated human development centers, and at maximum security units at correctional facilities during weekend hours is eligible to receive up to twenty percent (20%) 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.

If a shift differential is provided to an employee, the total compensation may exceed the maximum rate, but not to exceed twelve percent (12%), for the assigned pay grade for those employees.

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

May 11, 2011