

# Michigan Civil Service Commission

## Regulation 5.03

<b>Subject:</b> <b>Shift Differential</b>		
<b>SPDOC No.:</b> 22-15	<b>Effective Date:</b> January 1, 2023	<b>Replaces:</b> Reg. 5.03 (SPDOC 16-06, January 1, 2017)

### 1. Purpose

This regulation establishes standards to pay shift-differential premium to eligible non-exclusively represented employees (NEREs).

### 2. CSC Rule References

*5-4 Additional Compensation: Overtime, etc.*

\* \* \*

*5-4.5 Shift Differential*

*(a) Eligibility. The compensation schedules must identify each classification that is eligible for shift differential premium. The shift differential premium is payable to an eligible employee for each shift in which more than 50 percent of the employee's regularly scheduled shift falls between 4:00 p.m. and 5:00 a.m.*

*(b) Rate. The shift differential premium is 5 percent of an employee's regular rate.*

\* \* \*

### 3. Standards

A. Employees in certain classification levels are eligible for a shift premium of 5% above straight-time rates, rounded to the nearest cent:

1. **Nonexclusively Represented Employees.** For NEREs, eligible classification levels, as determined by the state personnel director, are identified by shift eligibility code "Y" in Section A of the Compensation Plan.
2. **Exclusively Represented Employees.** For exclusively represented employees, refer to the applicable collective bargaining agreement.

B. Shift-differential premium is paid to eligible employees for each shift when more than 50 percent of the regularly scheduled shift falls between 4:00 p.m. and 5:00 a.m.

- C. Shift-differential premium is included as part of the regular rate for calculating the premium for overtime hours worked by eligible employees working regularly scheduled afternoon and night shifts under regulation 5.02.
- D. Shift-differential premium is not paid for holiday time off or leave time used.
- E. The value of shift-differential premium is not included in determining the value of fringe benefits based on pay rate; all fringe benefits are based on straight-time pay rates.
- F. An employee reassigned from day shift to afternoon or night shift is paid shift-differential premium as in the case of regularly assigned afternoon and night shifts.
- G. When an employee takes an absent worker's place and either employee is eligible for shift-differential premium, the employee must be paid-shift differential premium in addition to any eligible overtime.

### **CONTACT**

Questions on this regulation may be directed to Compensation, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; 517-241-0837; or [MCSC-Compensation@mi.gov](mailto:MCSC-Compensation@mi.gov).