

Iowa Department of Human Services Shift Differential Pay and Shift 4

Purpose

The purpose of this document is to provide clarification and guidance on determining which employees are eligible for a shift 4 designation and which employees are eligible for a shift pay differential.

Administrative Code

Shift differential means extra pay for eligible employees who work shifts other than the day shift.

11—53.9(8A) Special pay.

53.9(1) *Shift differential.* If an overtime eligible employee works for an appointing authority whose operations require other than a day shift, the employee shall receive a shift differential if scheduled to work four or more hours between 6 p.m. and 6 a.m. for two or more consecutive workweeks, or is regularly assigned to rotate shifts. The amount of the shift differential shall be determined by the director and paid in cents per hour. There shall be one rate for the 6 p.m. to midnight time period and another higher rate for the midnight to 6 a.m. time period. Employees who work in both time periods shall be paid at the rate applicable to the period in which the majority of their hours are worked. Employees who work equal amounts in both time periods shall be paid at the higher rate. The differential shall be in addition to the employee's regular base pay and shall be paid for all hours in pay status.

Employees in overtime exempt classes may receive a shift differential if a request is first submitted in writing and approved by the director.

[Iowa Administrative Code](#)

Application

Shifts are determined based on the start and end time of the shift. Shift 1 represents a "day" shift, shift 2 represents an "evening" shift, and shift 3 represents a "night" shift. Hours worked between 6 p.m. and 6 a.m. may qualify for shift differential pay if certain criteria are met.

An employee's shift is determined by their regularly scheduled hours. If an employee's regular work schedule spans two shifts, the employee is paid according to how many hours the employee worked 50% or more of the time in any given shift.

EXAMPLE: At a 24-hour facility, normal shift hours are as follows- Shift 1 is from 7 a.m. to 3 p.m., shift 2 is from 3 p.m. to 11 p.m., and shift 3 is from 11 p.m. to 7 a.m.

- ◆ Employee A's regularly scheduled work hours are from 7 a.m. to 3 p.m. Employee A is designated as a shift 1 employee and does not receive shift differential pay.
- ◆ Employee B's regularly scheduled work hours are from 12 p.m. to 8 p.m. Employee B is designated as a shift 1 employee as the employee did not work 50% or more hours after 6 p.m. Employee B is not eligible for shift differential pay.
- ◆ Employee C works four 10 hour shifts each week. Employee C works from 1 p.m. to 11 p.m. Employee C works 50% or more of their work hours between 6 p.m. and 6 a.m. Employee C is designated as a shift 2 employee and is eligible for shift 2 differential pay.

If an employee's regular work schedule designates them to a specific shift and that employee works outside of their regular work schedule, that employee will receive pay according to what their regular work schedule designates them as.

EXAMPLE: At a 24-hour facility, normal shift hours are as follows- Shift 1 is from 7 a.m. to 3 p.m., shift 2 is from 3 p.m. to 11 p.m., and shift 3 is from 11 p.m. to 7 a.m.

- ◆ Employee D's regularly scheduled work hours are from 7 a.m. to 3 p.m. Employee D is designated as a shift 1 employee and does not receive shift differential pay. Employee D covers shift 3 while a co-worker is on vacation. Employee D does not receive a shift differential while temporarily covering shift 3 due to Employee D's regularly scheduled work hours designating them as a shift 1 employee.
- ◆ Employee E's regularly scheduled work hours are from 11 p.m. to 7 a.m. Employee E is designated as a shift 3 employee and Employee E receives shift 3 differential pay. Employee E covers shift 1 while a co-worker is on vacation. Employee E receives a shift 3 pay differential while temporarily covering shift 1 due to Employee E's regularly scheduled work hours designating them as a shift 3 employee.

Shift 4

Shift 4 may be utilized to represent a predictable rotation of two or more different shifts. An employee designated as a shift 4 employee will be paid at the shift rate, including differential pay, in which the employee has worked for that day.

EXAMPLE: At a 24-hour facility, normal shift hours are as follows- Shift 1 is from 7 a.m. to 3 p.m., shift 2 is from 3 p.m. to 11 p.m., and shift 3 is from 11 p.m. to 7 a.m.

- ◆ Employee G's regularly scheduled work hours alternate weekly between two shifts so that in week 1, Employee G works shift 1 and, in week 2, Employee G works shift 2. Due to this being a predictable rotation of two or more shifts, Employee G is designated as a Shift 4 employee.
- ◆ Employee H's regularly scheduled work hours alternate daily between three shifts so that on Monday, Employee H works shift 1, Tuesday and Wednesday Employee H works shift 2, and Thursday and Friday Employee H works shift 3. Due to this being a predictable rotation of two or more shifts, Employee H is designated as a Shift 4 employee.

Shift 4 employees and shift pay differentials

Due to the predictability of shift 4 employees' schedules, shift 4 employees are paid shift differentials based on the hours worked in that given day.

EXAMPLE: Using the Shift 4 examples above

- ◆ Employee G in the example above would be paid as a shift 1 employee while working shift 1 hours. Employee G would not receive a pay differential while working shift 1. On the weeks Employee G is working shift 2, Employee G would receive a shift 2 pay differential.
- ◆ Employee H in the example above would be paid as a shift 1 employee on Mondays with no pay differential, a shift 2 employee on Tuesday and Wednesday with a shift 2 pay differential, and as a shift 3 employee on Thursday and Friday with a shift 3 pay differential.

Workday and Shift 4

Due to shift 4 employees' continually changing work schedule and the need to potentially provide pay differentials based on the shift they worked on a given day, employees must manually enter the appropriate Time Type shift in Workday. By manually entering the appropriate Time Type shift for each day, the employee's pay check will accurately reflect the appropriate shift pay differential based upon the hours the employee worked.

Facility Shift Hours

Cherokee MHI

		General timeframe	Other similar timeframes
Shift 1	Day	6:30 AM – 3:00 PM	6:30 AM – 7 PM (3x/week) 7:00 AM – 3:30 PM 8:00 AM – 4:30 PM
Shift 2	Afternoon/Evening	2:30 PM – 11:00 PM	
Shift 3	Night/NOC	10:45 PM – 6:45 AM	6:30 PM – 7 AM (3x/week)

CCUSO

		General timeframe	Other similar timeframes
Shift 1	Day	6:30 AM – 2:30 PM	7:00 AM – 3:30 PM 7:30 AM – 4:00 PM 6:00 AM – 2:30 PM 5:00 AM – 3:00 PM (4x/week)
Shift 2	Afternoon/Evening	2:00 PM – 10:00 PM	12:00 PM – 10:00 PM (4x/week)
Shift 3	Night/NOC	9:00 PM – 7:00 AM	

Eldora State Training School

		General timeframe	Other similar timeframes
Shift 1	Day	5:30am – 1:30pm	7:00 a.m. – 3:30 p.m. 8:00 a.m. – 4:30 p.m. 6:00am – 4pm 8am – 5pm
Shift 2	Afternoon/Evening	12pm – 10pm	2pm – 10pm
Shift 3	Night/NOC	9:45pm – 7:45am	9pm – 7pm

Glenwood Resource Center

		General timeframe	Other similar timeframes
Shift 1	AM Shift / Day	6:00 a.m. – 2:30 p.m.	6:00 a.m. – 4:30 p.m. 7:00 a.m. – 3:30 p.m. 7:30 a.m. – 4:00 p.m. 8:00 a.m. – 4:30 p.m. 8:30 a.m. – 5:00 p.m. 11:30 a.m. – 8:00 p.m.
Shift 2	PM Shift	2:00 p.m. – 10:30 p.m.	7:00 a.m. – 9:00 p.m. 3:00 p.m. – 11:00 p.m.
Shift 3	NW / NOC	10:15 p.m. – 6:15 a.m.	11:00 p.m. – 7:00 a.m.

Independence

		General timeframe	Other similar timeframes
Shift 1	Day	7:00 a.m. – 3:00 p.m.	6:45 a.m. – 3:15 p.m. 7:00 a.m. – 3:30 p.m. 8:00 a.m. – 4:30 p.m.
Shift 2	Afternoon/Evening	3:00 p.m. – 11:00 p.m.	2:45 p.m. – 11:15 p.m.
Shift 3	Night/NOC	11:00 p.m. – 7:00 a.m.	6:30 p.m. – 7:00 a.m. (3x/week)

Woodward Resource Center

Shift 1	Day	5:45 a.m. – 2:15 p.m. 8:00 a.m. – 4:30 p.m. 7:00 a.m. – 3:00 p.m. 7:00 a.m. – 3:30 p.m. 7:30 a.m. – 4:00 p.m.
Shift 2	Afternoon/Evening	1:45 p.m. – 10:15 p.m. 3:00 p.m. – 11:00 p.m.
Shift 3	Night/NOC	10:00 p.m. – 6:00 a.m. 11:00 p.m. – 7:00 a.m.
Non — typical shifts (shift based on majority of hours)		9:00 p.m. – 9:00 am 7:00 p.m. – 11:00 pm 11:00 p.m. – 11:00 am 1:00 p.m. – 7:30 p.m. 11:00 a.m. – 11:30 p.m. 9:00 a.m. – 9:00 p.m. 9:00 a.m. – 1:00 p.m. 8:00 a.m. – 9:00 p.m. 8:00 a.m. – 12:00 p.m. 12:00 p.m. – 8:00 p.m. 11:00 p.m. – 9:00 a.m. 7:00 a.m. – 7:00 p.m. 7:00 p.m. – 7:00 a.m. 9:00 p.m. – 11:00 a.m.