



## JOB AIDS AND RESOURCES On-Call/Shift Work Policy – Guidelines

### **On-Call Pay Policy Guidelines**

The guidelines for implementing an On-Call pay policy under Rule 6.28(b) include:

- Agencies must adopt and post a written policy and forward a copy of such policy to State Civil Service.
- All established policies are subject to pre-authorized limits set by State Civil Service. Current pre-authorized hourly limits are up to \$2.25 per hour or ¼ hour of compensatory time for each hour worked.

When an agency is in the process of establishing an On-Call pay policy, research should be conducted regarding the pay practices of competitors.

### **Shift Work Policy Guidelines**

The guidelines for implementing a Shift Differential pay policy under Rule 6.28(b) include:

- Agencies must adopt and post a written policy and forward a copy of such policy to the Department of State Civil Service.
- All establish policies are subjected to pre-authorized limits set by State Civil Service. Current pre-authorized limits are percentages derived from the pay level of the first line supervisor's hourly pay rate up to midpoint. For example, if the agency is a state hospital that wants to set shift differential rates for nurses, the rate is based upon the midpoint of the pay grade for an RN Supervisor.

The pre-authorized percentages are as follows:

- Protective Services (PS) – 15% evening, 20% night, 20% weekend/holiday
- Labor/Trades (WS) – 15% evening, 20% night, 20% weekend/holiday
- Scientific/Technical (TS) – 15% evening, 20% night, 20% weekend/holiday
- Social Services (SS) – 15% evening, 20% night, 20% weekend/holiday
- Medical (MS) – 15% evening, 20% night, 20% weekend/holiday
- Registered Nurses – 20% evening, 30% night, 30% weekend/holiday
- Administrative (AS) – 15% evening, 20% night, 20% weekend/holiday

When an agency is in the process of establishing a Shift Differential pay policy, research should be conducted regarding the pay practices of competitors.

For additional information, contact your SCS Compensation Division Consultant by calling (225) 342-8083.