

**I. PURPOSE AND APPLICABILITY**

This policy establishes procedures to administer shift differential and applies only to Regular Status Nonexempt employees of the University System of Maryland who render a service within a department that operates on two or more regularly scheduled shifts daily.

**II. DEFINITIONS**

Shift Differential – Additional pay as approved by the President or designee, for work hours scheduled during a second or third shift.

**III. GENERAL**

A. Departments Operating Two Shifts Daily - Qualifying Shift

Employees who work a regularly scheduled shift starting between 2:00 p.m. and 1:00 a.m. shall be eligible for extra compensation.

B. Departments Operating Three Shifts Daily – Qualifying Shifts

Employees who work an evening shift or night shift shall be eligible for extra

## **USM Bylaws, Policies and Procedures of the Board of Regents**

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