POLICY FOR LIBRARY SHIFT DIFFERENTIAL

MIT Policy 5.3  Shift Differential

Support and service staff members are eligible to be paid a shift differential when regularly assigned to work an afternoon/evening or night shift as follows:

Afternoon/Evening Shift: A differential of 5% shall be added to the hourly rates of employees who are regularly assigned to a shift which starts at or after 3:00 p.m. for all hours worked on such shift.

Night Shift: A differential of 7% shall be added to the hourly rates of employees who are regularly assigned to a shift which starts at or after 10:00 p.m. for all hours worked on such shift. If an employee’s regularly scheduled shift extends beyond 2:00 a.m., he/she shall receive the night shift differential for all hours worked.

Policy Application for Library Employees

Shifts and shift differentials, specifically for the Libraries, have been negotiated with MIT Human Resources and are to be assigned/applied based on the Libraries’ business needs.

Definition of Shifts
Afternoon/Evening shift: A differential of 5% shall be added to the hourly rates of employees who are assigned to a shift which starts at or after 1:00 p.m. and ends after 6:00 p.m. for all hours worked on such shift.

Night shift: A differential of 5% shall be added to the hourly rates of employees who are scheduled to a shift which starts at or after 10:00 p.m. and ends after 2:00 a.m. for all hours worked on such shift.

Application of Shift Differential
Shift differentials are applied to holiday, vacation, personal and sick leave.
Shift differentials are applied to hours worked during special holiday closings, emergency closings and early releases.
Shift differentials are applied to hours as worked as well as personal or vacation leave for normally scheduled hours recorded during planned library closures (see “Pay Policy for Planned Library Closures”).

Shift differentials are not applied to hours worked during standard shift hours, when an employee’s schedule has been adjusted at his/her request for his/her own personal benefit.
Shift differentials are not applied to hours worked on shifts that have been adjusted to accommodate reduced public service hours during such times as IAP, Summer Term, etc., if the work hours do not fall within the shift definitions above.

Requirement for Recording Shift Work
Employee: For auditing purposes, employees who have been assigned and work shifts other than “day” are required to record in/out times in the “Comments to Approver” section of the electronic time sheet.

Supervisor: It is the supervisor’s responsibility to review and confirm that “shift” hours reported by employees in the “Comments to Approver” section of electronic time sheet are accurate and are calculated and reported correctly in the time entry portion of the time sheet.