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Shift Differential, On-Call and Translation Pay [1]

Pay outside your 9 to 5.

Some positions may require additional work outside a traditional 9 to 5 schedule or their specified job duties. Employees Services offers outlined procedures, pay terms and HCM codes for employees who may be compensated under certain circumstances.

- Shift Differential
- On-Call Pay
- Translation Pay

Overtime eligible employees will receive a shift differential [2] when they fall into the specific categories listed below:

- Weekend shift differential of 20% shall be paid for all hours worked when more than half of the scheduled shift hours fall on a weekend shift that starts at 4 p.m. Friday evening through 6 a.m. Monday.
- The second shift differential of 7.5% shall be paid for all hours worked when half or more of the scheduled work hours fall between 4 p.m. and 11 p.m. Monday through Thursday.
- Third shift differential of 14% shall be paid for all hours worked when half or more of the scheduled work hours fall between 11 p.m. and 6 a.m. Monday through Thursday.
- Holiday shift premium of 50%
    - Any overtime eligible classified staff who is required to work on a holiday (due to business needs stipulated by departmental leadership) may now choose one of the following be paid time and a half their base salary hourly rate or move their holiday to use at a different date.
- All other employees required to work on a holiday may move their holiday to be used at a different date.

Shift Category	Shift Code	Description	Shift Premium
Weekend Shift	3HW	Weekend Shift Pay - Salaried	20%
	3SW	Weekend Shift Pay - Hourly	20% + Base
	3OW	Weekend Shift Pay - Overtime	20% + Base + Over
Second Shift	SHF	Second Shift - Salaried	7.5%
	SHH	Second Shift - Hourly	7.5% + Base
	SHT	Second Shift - Overtime	7.5% + Base + Overtime

Shift Category	Shift Code	Description	Shift Premium
	3SS	Third Shift - Salaried	14%
Third Shift	3SH	Third Shift - Hourly	14% + Base
	3ST	Third Shift - Overtime	14% + Base + Overtime
	2HW	Holiday Shift Pay - Salaried	50%
Holiday Shift	2SW	Holiday Shift Pay - Hourly	50% + Base
	2OW	Holiday Shift Pay - Overtime	50% + Base + Overtime

Review procedures concerning shift differentials [2].

CU provides on-call compensation for non-exempt employees in eligible job codes. These positions are for employees specifically assigned to be accessible outside of working hours and restricted in movement.

Non-exempt employees in eligible job codes will receive the following:

- The time employees are on-call will be paid $5 per hour.
- When an employee is called in, they receive their regular rate of pay or overtime pay, whichever applies, for hours worked or 2 hours pay, whichever is more.
- Once an employee is called into work, such time will be considered work time and will be counted towards the 2 hours.

Review Employee Services' procedural statement [3] for pay rates while on-call, how to track time within My Leave and earnings codes within HCM.

Classified staff who provide translation services are provided additional, non-base building pay under the COWINS Partnership Agreement [4].

Translation Pay rates are:

- $50 per month if translation is less than 25% of work time.
- $100 per month if translation is between 25% and 50% of work time.
- $150 per month if translation is greater than 50% of work time.

Review Employee Services' procedural statement [5] for additional guidance when to provide translational pay and recording policies.

Groups audience:
HCM Community

Source URL:https://www.cu.edu/hcm-community/shift-differential-call-and-translation-pay

Links
[1] https://www.cu.edu/hcm-community/shift-differential-call-and-translation-pay
[2] https://www.cu.edu/docs/shift-differential-procedural-statement

[3] https://www.cu.edu/docs/call-pay-procedural-statement [4] https://www.cu.edu/docs/cowins-partnership-agreement [5] https://www.cu.edu/docs/translation-pay-differential-procedural-statement