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Applicability: All DDSN State Employees

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS (DDSN). THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. DDSN RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE

The purpose of this directive is to establish uniform procedures for the authorization and payment of Shift Differential and Charge Nurse Differential.

DEFINITION

Shift Differential is additional compensation provided to employees on evening, night and/or weekend shifts in areas that require 24-hour daily staff coverage. Charge Nurse Differential is additional compensation provided to employees serving as the charge nurse on a shift in the absence of the Nurse Supervisor.

The South Carolina Department of Disabilities and Special Needs (DDSN) sanctions Shift Differential for direct care, and nursing staff assigned to residential areas within its Regional Centers.

GENERAL POLICY

Shift Differential is authorized for positions regularly assigned to an evening or night shift provided the majority of the hours worked during the shift are other than 8:00 A.M. to 5:00 P.M.

Weekend Shift Differential is authorized for positions assigned to cover shifts where the majority of the hours worked are 12:01 A.M. Saturday through 12:00 A.M. Monday.

Employees shall be paid Shift Differential only when working the specific shift for which a differential has been approved.

Shift Differential compensation will not be paid for time an employee does not work, including scheduled days off, compensated days off (Annual or Sick Leave) or uncompensated days off (Leave Without Pay).

When employees are reassigned to positions in areas that are not approved to earn Shift Differential, no additional compensation shall be earned.

The classifications and hourly rates approved for Shift Differential by the Department of Administration, Division of State Human Resources are as follows:

<u>Classification</u>	<u>Hourly Rate:</u>	<u>Hourly Rate:</u>	<u>Hourly Rate:</u>
	<u>Weekday</u>	<u>Weekend</u>	<u>Weekend</u>
	<u>2nd/3rd Shift</u>	<u>1st Shift</u>	<u>2nd/3rd Shift</u>
Nurse Supervisor, Institutional (EA28)	\$1.25	\$5.00	\$6.25
Registered Nurse, Institutional (EA22)	\$1.25	\$5.00	\$6.25
Licensed Practical Nurse, Institutional (EA12)	\$0.75	\$3.00	\$3.75
Nursing Assistant, Certified (EA04)	\$2.00	\$2.00	\$3.50
Direct Support Professional I (EC52)	\$2.00	\$2.00	\$3.50
Direct Support Professional II (EC53)	\$2.00	\$2.00	\$3.50
Direct Support Professional III (EC54)	\$2.00	\$2.00	\$3.50
Administrative Specialist I (AA25)	\$0.50	\$0.50	\$0.50
Equipment Operator II (KD40)	\$0.50	\$0.50	\$0.50
Recreation Specialist II (EC45)	\$2.00	\$2.00	\$3.50
Recreation Specialist III (EC50)	\$2.00	\$2.00	\$3.50
Workforce Specialist I (GA63)	\$2.00	\$2.00	\$3.50
Workforce Specialist II (GA64)	\$2.00	\$2.00	\$3.50

DDSN Regional Center employees in direct care, and nursing staff assigned to residential areas shall adhere to the following shift times as it relates to earning shift differential.

1st Shift: 6:45AM - 3:15PM
2nd Shift: 2:45PM - 11:15PM
3rd Shift: 10:45PM - 7:15AM

Charge Nurse Differential is authorized for positions assigned to Charge Nurse for a shift in the absence of a Nurse Supervisor.

Employees shall be paid Charge Nurse Differential, at a rate of \$1.50 per hour, only when working the specific shift for which a differential has been approved.

The classifications approved for Charge Nurse Differential by the Department of Administration, Division of State Human Resources are as follows:

Registered Nurse, Institutional (EA22)
Licensed Practical Nurse, Institutional (EA12)

Employees occupying positions eligible for Shift Differential and/or Charge Nurse Differential must enter their worked hours (attendance) and applicable absences in the SCEIS Time Management System through the SCEIS Employee Self Service (ESS) portal. Failure to enter attendance and/or absences within the required timelines may impact the accuracy of an employee's pay and place them in violation of this policy. Employees who experience any issues utilizing SCEIS Central must contact their local Human Resources office immediately.


Constance Holloway
State Director


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Lori Manos
Associate State Director-Policy

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