

Mary Poole
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Associate State Director
Operations
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Associate State Director
Policy
W. Chris Clark
Chief Financial Officer



COMMISSION
Gary C. Lemel
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Lorri S. Unumb
Secretary
Robin B. Blackwood

3440 Harden Street Ext (29203)
PO Box 4706, Columbia, South Carolina 29240
803/898-9600
Toll Free: 888/DSN-INFO
Home Page: www.ddsn.sc.gov

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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 & 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.

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.

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.

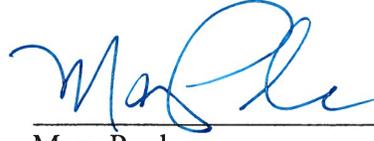
The classifications and hourly rates approved for Shift Differential by the Department of Administration, Division of State Human Resources are as follows:

<u>Classification</u>	<u>Weekday Hourly Rate</u>	<u>Weekend Hourly Rate</u>
Nurse Administrator/Manager I (EA70)	\$1.25	\$6.25
Registered Nurse II (EA30)	\$1.25	\$6.25
Registered Nurse I (EA20)	\$1.25	\$6.25
Licensed Practical Nurse II (EA15)	\$0.75	\$3.75
Licensed Practical Nurse I (EA10)	\$0.75	\$3.75
Human Services Specialist I (GA30)	\$0.50	\$0.50
Human Services Assistant II (GA20)	\$0.50	\$0.50
Administrative Specialist I (AA25)	\$0.50	\$0.50
Equipment Operator I (KD35)	\$0.50	\$0.50
Recreation Specialist I (EC40)	\$0.50	\$0.50
Recreation Specialist II (EC45)	\$0.50	\$0.50

Employees occupying positions eligible for Shift Differential must enter their worked hours (attendance) in the SCEIS Time Management System, either through the Employee Self Service (ESS) portal or via an assigned Time Administrator. Failure to update this system within the required timelines will generate incorrect paychecks.



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