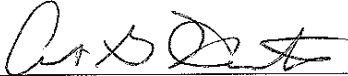


CALIFORNIA INSTITUTE OF TECHNOLOGY
STAFF PERSONNEL MEMORANDA

SUBJECT HOURS OF WORK, WORKWEEK, WORKDAY, SHIFTS AND PAY PREMIUMS	MEMO NO. <u>11</u>
	PAGE <u>1</u> OF <u>4</u>
	DATE <u>4-21-03</u>
APPROVED  _____, VICE PRESIDENT FOR BUSINESS & FINANCE	

(This supersedes Memo No. 11, dated 1/1/99)

1. POLICY

It is the policy of the Institute that work shall be so planned and organized that it can be normally accomplished within the regular scheduled hours, and to pay a shift premium to regular employees who work most of their hours between 6:00 p.m. and 6:00 a.m. or who are regularly scheduled to work nonstandard workweeks.

2. DEFINITIONS

a. Workweek

(1) Payroll Workweek

Payroll Workweek is a seven-day period which begins at 12:01 a.m. Monday and ends at midnight on the following Sunday.

(2) Standard Payroll Workday

Standard Payroll Workday begins at 12:01 a.m. and ends at 12 midnight.

(3) Normal (Standard) Workweek

Normal Workweek is 40 hours consisting of five (5) straight eight-hour workdays, Monday through Friday with the same scheduled start and end times in the same payroll workweek.

(4) Nonstandard Workweek

Nonstandard Workweek is all other schedules that do not meet Normal Workweek definition. It may include rotating between shifts, working other than Monday through Friday, and/or working more than five (5) days in the same payroll workweek. Prior written approval by the Chief Human Resources Officer is required.

(5) Regular Scheduled Shift

Regular Scheduled Shift is an established work period, usually of eight hours, which has been approved by the Department, Division, or Project Head.

b. Work Shifts

The following are the recognized Institute work shifts for non-exempt employees' normal workweeks. Refer to section 3.b. for premiums for nonstandard workweeks.

(1) First (Day) Shift

The first shift (day) begins at or after 6:00 a.m. for an eight-hour work period, plus an unpaid lunch period.

(2) Second (Swing) Shift

The second shift (swing) begins at or after 3:00 p.m. for an eight-hour work period, plus an unpaid meal period. Pay for second shift work is increased by \$0.40 per hour shift premium.

(3) Third (Graveyard) Shift

The third shift (graveyard) begins between 11:00 p.m. and 2:00 a.m. for an eight-hour work period, plus an unpaid meal period. Pay for third shift work is increased by \$0.60 per hour shift premium.

A minimum of four hours of this shift must be worked prior to 6:00 a.m. for an employee to qualify for third shift premium; otherwise, the employee will be paid on the basis of the first shift rate.

(4) Overlapping Shifts and Paid Lunch Periods

When overlapping shifts are not desirable and the nature of the work prevents an employee from being relieved of all duty, a paid lunch period may be scheduled within the eight-hour shift, subject to the approval of the Chief Human Resources Officer. Such approval shall be in memo form signed by the concerned employee(s) to indicate that they also agree to a paid lunch period. Such memoranda shall become part of the timekeeping records.

3. *PROCEDURES*

a. Shift Premium Considerations

- (1) Non-Exempt employees are paid shift premiums when assigned to second (swing) and third (graveyard) shifts.
- (2) Non-Exempt employees regularly assigned to the second or third shift, who are requested by their supervisor to report prior to the start of their regular shift for Institute convenience, will receive their usual shift premium for any extra time worked.
- (3) Non-Exempt employees who work continuously beyond midnight will be paid at the applicable overtime rate for any hours worked over eight.

b. Nonstandard Workweek Premium: Non-Exempt Employees

For non-exempt employees working in areas where business necessitates nonstandard work schedules (such as 24-hour/7-day-a week operations), hourly shift premiums for all hours worked while on duty are granted as follows:

- (1) The second (swing) shift begins at or after 3:00 PM for an eight-hour work period, plus an unpaid meal period. Pay for second shift work is increased by \$0.60 per hour.
- (2) The third (graveyard) shift begins between 11:00 PM and 2:00 AM for an eight-hour work period, plus an unpaid meal period. Pay for third shift work is increased by \$0.75 per hour. A minimum of four-hours of this shift must be worked prior to 6:00 AM for an employee to qualify for third shift premium.

c. Nonstandard Workweek Premium: Exempt Employees

Exempt employees whose base salary is below \$8,233 per month (the equivalent of \$1,900 per week) assigned to project implementation, tracking, launching, testing operations, or comparable activity are eligible for a Nonstandard Workweek Premium subject to all of the following conditions:

- (1) Assignment is on a scheduled basis subjecting an employee to Saturdays, Sundays, holidays and rotating or overlapping work schedules.
- (2) Assignment is for a minimum of two pay periods (four weeks) and has the advance approval of the employee's division manager or administrator.
- (3) The allowance will be paid at the rate of \$200 per month up to a maximum of \$8,233 per month (the equivalent of \$1,900 per week) including allowance considerations.

- (4) Combined base monthly salary, nonstandard workweek premium, allowances and extended workweek pay cannot exceed \$8,233 per month.

d. Method of Reporting Time

- (1) All time for non-exempt employees is reported daily on Bi-Weekly Non-Exempt Time and Leave Report or electronically via the Time Entry system.
- (2) Exception time for exempt employees is reported on Bi-Weekly Exempt Leave Report or electronically via the Time Entry system.
- (3) Regular workweek schedule changes that last more than two pay periods are to be reported via the EPAN system or by contacting the Records Section in Human Resources.

4. *EXCEPTIONS*

Any exception to this policy requires the approval of the Vice President for Business and Finance or designee.