



Department of Shared Administrative Services Office of Personnel Management

Policy Title: Shift Differential

Policy Number: 34

Authority: Ark. Code Ann. § 21-5-220

Effective Date: September 7, 2023

An employee whose working hours do not conform to the normal state business hours of 8:00 a.m. to 4:30 p.m. may receive additional compensation as a shift differential if:

1. The department routinely schedule more than one (1) work shift per day;
2. The shift the employee is assigned to work is a full work shift; and
3. The employee is regularly assigned to the late shift or is assigned to the shift on a regularly scheduled rotating basis.

A shift differential is only available for actual hours worked during the evening, night, or weekend shift. Shift differential is not available when an employee is on paid leave. An employee may be eligible to receive both evening or night shift and weekend shift, and the total compensation may exceed the maximum rate of pay for the employee's grade.

Evening shift

An employee assigned to the evening shift is eligible to receive additional compensation up to six percent (6%) of their rate of pay. Evening shift begins at 2:30 p.m. An employee who is scheduled to begin their work time prior to 2:30 p.m. is not eligible for a shift differential.

Night shift

An employee assigned to the night shift is eligible to receive additional compensation up to twelve percent (12%) of their hourly rate of pay. Night shift begins at 11:00 p.m.

Weekend shift

Weekend hours begin no earlier than 2:30 p.m. on Friday and end no later than 8:00 a.m. on the following Monday.

Employees working in areas that provide critical support, custody, and designated care at state-operated inpatient hospital facilities, state-operated human development centers, or maximum-security units at correctional facilities during weekend hours are eligible to receive up to twenty percent (20%) of their hourly rate of pay.

Employees working in areas that do not provide critical care but who work during weekend hours are eligible to receive up to fifteen percent (15%) of their hourly rate of pay.

Requesting a shift differential

A department may submit a request to the Office of Personnel Management (OPM) for approval by the Secretary of the Department of Shared Administrative Services (SAS) to pay shift differential. The request must include the following:

1. The shift schedule;
2. The job classifications;



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3. Positions eligible for the shift differential; and
 4. The differential percentage for which each classification is eligible within each shift.

Any changes to the shift schedule, job classifications, positions, and shift differential percentages shall be submitted to OPM and receive prior approval from the SAS Secretary.

An employee receiving a shift differential who is reassigned to a day shift work schedule is no longer eligible for a shift differential. The employee will receive the rate of pay for which he or she is otherwise eligible. The employee's department or agency must timely notify OPM that an employee's shift differential needs to be ended on the shift table effective the day the employee begins the day shift. Each department and agency is also responsible for timely notifying OPM of any other changes that are requested to the shift table.

OPM will report all approved shift differentials to the Legislative Council or, if the General Assembly is in session, the Joint Budget Committee (JBC) at the next regularly scheduled meeting.