2018 Shift Premium Changes for Patient Care Services Job Family FAQ’s

Q. When staff work past the scheduled shift end time, does the shift premium apply (working beyond a scheduled shift)?

- Example, scheduled 8am to 5pm, works 8am to 7pm due to patient care needs, is the shift premium applied for time worked from 5pm to 7pm?

A. Hours worked beyond the scheduled start or end time will continue to receive the same shift premium based on the originally scheduled start time unless an additional FULL shift of 8 hours is worked, then the higher of the two premiums are reported and paid.

  o In the example above no shift premium is due.

Q. Similar to the question above, during on call assignments, does the shift premium apply based on the start (work) time resulting from an on call purpose whether or not the staff member has left and come back to work?

- Example, scheduled to work 10am to 7pm and begin on call at 7pm. Staff member leaves at 7pm and comes back at 7:30pm to work as prompted through an on call need

A. In this example there is only a 30-minute gap between shifts and therefore does not constitute a new shift start time; it is considered working beyond the originally scheduled shift. So unless they work a full 8 hour shift from 7:30pm then no shift premium is due for the additional hours worked.

  o The SPG states there must be a gap of more than an hour to be considered a new shift start time

- Next example: scheduled to work 10am to 7pm and begin on call at 7pm. Staff member stays at work because on call event at 7pm requires them to stay and work (they have not left and come back), does the shift premium apply starting at 7pm?

A. Same as above; the gap between shifts is not more than 1 hour so is considered to be a continuation of the original shift

  o No shift premium is due unless they work and additional full shift of 8 hours or more; then the higher of the two shift premiums would apply

Q. For Exempt staff who record exception time only; is it correct that these staff members would need to begin recording scheduled Saturday/Sunday work hours for shift premium purposes only?

- Example, pharmacist is scheduled to work one Saturday in the month and is scheduled to have a Tuesday off because of this. Currently, they would record NOV on their time sheet. With the change do they now record 9 hours of a new shift premium code for the Saturday hours even though it is scheduled with an acknowledged day off in the pay period?

A. Yes, both exempt and non-exempt Patient Care staff will need to record time on the timesheet that qualifies for shift premium pay.
Q. Would I ever need to use more than one shift premium code on a single weekend shift?

- Example, an employee works a shift from 12noon to 8pm on a Saturday.

A. No, there are unique weekend shift premium codes for Day, Afternoon, and Evenings. Only one code per single shift worked is required. In the example above you would report the hours worked as either REG, OTR, or OTP along with the Weekend Afternoon Shift Premium code WSE or WET if it's OTP.

Q. For employees working the evening and night shifts on the weekends, do we report two shift premium codes, (NSA & WSN for example) or just the one (WSN)?

A. There is only one shift diff code for each shift worked. The weekend evenings and nights premiums replaced the old evenings and nights premiums because they are now paid at a higher rate for working on the weekend vs. during the week on evenings and nights.