



Shift Differential Policy

Policy Name:	Shift Differential Policy		
Category:	Personnel		
Effective Date	??? 2024	Last Reissue/Revision Date: ??? 2024	
Responsible Program or Bureau:	Human Resources	Review-By Date: ??? 2026	
Contact:	Human Resources Manager	Phone Number: 615-340-5640	

I. Policy Summary

MPHD employees are eligible for shift differential pay under the conditions specified below.

II. Policy

Full-time employees working regularly scheduled non-overtime work are eligible for shift differential pay for both evening and night shifts.

III. Procedure

- A. Shift differential pay shall be paid for regularly scheduled, non-overtime work to all regular full-time employees who work one-half or more of their shift after:
 1. Evening shift: 5:00 p.m.
 2. Night shift: 2:00 a.m., provided the shift begins before 5:00 a.m.
- B. The shift differential rate shall be the same as the shift differential rate established in the Metro Civil Service Rules.
- C. Premiums for shift differential shall be included in all salary computations.

IV. Definitions

- Full-time employee: Employee regularly scheduled to work at least 40 hours per MPH D work week
- Non-overtime work: Work hours up to 40 hours per MPH D work week
- MPH D Work Week: Saturday through Friday

V. Related Links and Information

- Metro Civil Service Rule 5.8.B. [Civil-Service-Rules.pdf \(nashville.gov\)](#)

