

# Overtime, Compensatory Time and Shift Differential

Presented by Human Resources



HUMAN  
RESOURCES

# Welcome

This training provides an overview of how Overtime, Compensatory Time, and Shift Differentials are applied and tracked within UNM's timekeeping system.

- **Key timekeeping concepts and practices related to:**
  - Overtime
  - Compensatory Time
  - Shift Differential
  - Accurate time reporting under the Fair Labor Standards Act (FLSA)
  - Specific policy applications for non-exempt staff
  - Union differences explained:
    - How these policies apply differently to union-covered staff
    - Where collective bargaining agreements (CBA's) may override or enhance standard university policies
- **Relevant Policies:**
  - UAP 3305 – Overtime
  - UAP 3310 – Compensatory Time
  - UAP 3500 – Wage & Salary Administration (includes Shift Differential)

# Information Guide

## Overview of Policy and Bargaining Unit Provisions

The following slides summarize **UNM policy** and any applicable **bargaining unit variations**.

- Policy content applies to all employees.
- Differences for bargaining units are highlighted on each slide.  
**Note:** Police Officer's Association (POA) employees are excluded from this training. Please reference [Police CBA](#) for info.

# SHIFT DIFFERENTIALS

A shift differential is an hourly rate *paid in addition* to the base rate.

UAP 3500

- 2nd Shift: At least half of the hours worked are between 4:30p.m. - 12a.m.
- 3rd Shift: At least half of the hours worked are between 12 a.m. – 8 a.m.
- Paid at highest applicable rate for the entire shift not just the hours worked between 4:30 p.m. -12 a.m. or 12 a.m. - 8 a.m.
- Overtime is calculated using base rate + shift differential.
- Employees are eligible for Shift Differential in accordance with: [Shift Differential Chart](#)



# UNION SHIFT DIFFERENTIALS

## CWA Shift Differential (Article 7, Section 4)

- 2nd Shift: At least half hours between 4:00 p.m. – 12 a.m. → \$0.40/hour
- 3rd Shift: At least half hours between 12 a.m. – 8 a.m. → \$0.50/hour
- See CBA for Utilities dept.

## USUMN Shift Differential (Article 12, Section C)

- 2nd Shift: At least half hours between 4:30 p.m. – 12 a.m. → 5% increase on regular hourly rate.
- 3rd Shift: At least half hours between 12 a.m. – 8 a.m. → 10% increase on regular hourly rate.





# Overtime

## Policy Language (UAP 3305)

- Overtime = 1.5x regular rate (includes shift diff).
- Applies in excess of 40 hours worked in the designated work week.
- Must be pre-authorized.
- Unauthorized OT may result in disciplinary action.
- Designated Workweek = Saturday 12:01 a.m. to Friday midnight.



# Union Overtime

## CWA Overtime (Article 8)

- Overtime applies:
  - After 10 consecutive hours in a day (excluding meal breaks)
  - Time actually worked in excess 40 hours in the designated work week.
  - Alternative schedules allowed for 24/7 operations
- USUNM Overtime (Article 12, Section F):
  - Time actually worked in excess 40 hours in the designated work week.
  - If shift starts <8 hours before midnight Friday and continues into Saturday, workweek starts at shift start time.
  - Supervisors may require overtime.



# Compensatory Time

## Policy Language (UAP 3310):

- Earned at 1.5x rate for authorized OT.
- Straight time if OT not qualified.
- Max accrual: 120 hours
- Must be used within 90 calendar days
- Cannot be used until next pay period
- Requires mutual agreement between employer and employee.
- If not used in the allotted time frame, converted to Over Time pay.





# Union Compensatory Time

## CWA Compensatory Time (Article 8, Section 5):

- Employees have 90 workdays (equivalent to 114 calendar days) to take comp time earned. If not taken in that timeframe, it will be paid out.
- Max accrual: **240 hours**

## USUNM Compensatory Time (Article 12, Section G):

- Employees have 90 calendar days to take comp time earned. If not taken in that timeframe, it will be paid out.
- Max accrual: **120 hours**
- Cannot receive both OT pay and comp time for same pay period.



# Let's Review What You Learned:

- **Shift Differential (UAP 3500):**
  - Additional pay for qualifying non-standard shifts
  - Eligibility, rates, and qualifying hours may vary by union contract
- **Overtime (UAP 3305):**
  - Applies after 40 hours worked in a week
  - Must be pre-approved and recorded accurately
  - Union agreements may define when overtime starts and how it's compensated
- **Compensatory Time (UAP 3310):**
  - Time off earned in lieu of paid overtime
  - Must be agreed to in advance
  - Union agreements may impact accrual limits and usage
- **Union-Covered Employees:**
  - Throughout this training, we've identified where collective bargaining agreements may differ from general policy. Always consult the applicable union contract for specifics.
  - You can find our union agreements here: [Staff Union Agreements](#)
- **Why It Matters:**

Accurate timekeeping ensures compliance with federal law and university policy, protects employee pay, and supports operational planning.







# Questions?

Contact [clientsv@unm.edu](mailto:clientsv@unm.edu)