

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.



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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