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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

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MEMO PERD #68-11
December 30, 2011

TO: Department Directors
Division Administrators
Agency Payroll Clerks
Agency Personnel Representatives
Agency Personnel Liaisons

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

SUBJECT: Shift Differential Changes Effective December 30, 2011

The Legislative Commission has approved changes to NAC 284.210, Differential Rate of Pay for Qualifying Shift. These changes are effective December 30, 2011 and provide the following:

- Modifying the definition of a 'qualifying shift' to a period of work of eight or more hours, of which four hours must fall between the hours of 7 p.m. and 7 a.m.
- Limiting shift differential pay to no more than eight hours in a shift
- Eliminating the requirement for shift differential if an employee works overtime in conjunction with a qualifying shift

To assist agencies, the Division of Human Resource Management has prepared and attached a table detailing the proper coding of shift differential. Please note these examples supersede any prior directives provided by the Division of Human Resource Management.

If you have any questions regarding this topic, please contact Peter Long, DHRM Deputy Administrator at (775) 684-0103 or Adam Drost, Central Payroll Manager at (775) 687-9077.

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Attachment

EXAMPLES OF SHIFT DIFFERENTIAL CODING WHEN WORKING OVERTIME
(Reflecting NAC 284.210 Changes Adopted by Legislative Commission, Effective 12/30/2011)

	SCHEDULED SHIFT		OVERTIME HOURS		DIFFERENTIAL		COMMENTS
	START TIME	END TIME	START TIME	END TIME	PSD	PSDOT	
EMPLOYEE A	10AM	6PM	6PM	9PM	0	0	NQS + NQOT
EMPLOYEE B	10AM	6PM	6PM	11PM	0	4	NQS + 4 OR MORE HOURS - PSDOT FOR HOURS BETWEEN 7PM-11PM
EMPLOYEE C	10AM	6PM	6PM	2AM	0	7	NQS + 4 OR MORE HOURS - PSDOT FOR HOURS BETWEEN 7PM-2AM
EMPLOYEE D	10AM	6PM	3AM	10AM	0	4	NQS + 4 OR MORE HOURS - PSDOT FOR HOURS BETWEEN 3AM-7AM
EMPLOYEE E	12PM	8PM	8PM	10PM	0	0	NQS + NQOT
EMPLOYEE F	12PM	8PM	8PM	4AM	0	8	NQS + 4 OR MORE HOURS - PSDOT FOR 8PM-4AM
EMPLOYEE G	7AM	3PM	3PM	11PM	0	4	NQS + 4 OR MORE HOURS - PSDOT FOR 7PM-11PM
EMPLOYEE H	6AM	2PM	3PM	10PM	0	0	NQS WITH BREAK BETWEEN SHIFTS - NEITHER A QUALIFYING SHIFT
EMPLOYEE I	DAY OFF		4PM	11PM	0	0	NO PSDOT: LESS THAN 8 HOURS IN PERIOD OF WORK
EMPLOYEE J	DAY OFF		3PM	11PM	0	8	OVERTIME ON DAY OFF IS A QUALIFYING SHIFT
EMPLOYEE K	10PM	6AM	6AM	9AM	8	0	QUALIFYING SHIFT (10PM-6AM) + NQOT
EMPLOYEE L	10PM	6AM	6AM	11AM	8	0	QUALIFYING SHIFT (10PM-6AM) + NQOT
EMPLOYEE M	3PM	11PM	11PM	3AM	8	0	QUALIFYING SHIFT (3PM-11PM) + NQOT
EMPLOYEE N	3PM	11PM	11AM	3PM	8	0	QUALIFYING SHIFT (3PM-11PM) + NQOT
EMPLOYEE O	3PM	11PM	11PM	7AM	8	8	QUALIFYING SHIFT (3PM-11PM) + QUALIFYING OT SHIFT (11PM-7AM)
EMPLOYEE P	6PM	2AM	10AM	6PM	8	0	NQOT (10AM-6PM) + QUALIFYING SHIFT (6PM-2AM)
EMPLOYEE Q	3PM	1AM	1AM	6AM	8	0	QUALIFYING SHIFT (3PM-1AM) + NQOT
EMPLOYEE R	7AM	7AM	7AM	7AM	8	8	QUALIFYING SHIFT (24-HOUR) + QUALIFYING OT SHIFT (24-HOUR)
EMPLOYEE S	DAY OFF		7AM 3PM	3PM 11PM	0	4	1ST SHIFT IS NON-QUALIFYING + 4 OR MORE HOURS - PSDOT FOR 7PM-11PM
EMPLOYEE T	DAY OFF		12PM 8PM	8PM 4AM	0	8	1ST SHIFT IS NON-QUALIFYING WITH ADDITION OF 4 OR MORE HOURS - PSDOT FOR HOURS BETWEEN 8PM-4AM
EMPLOYEE U	DAY OFF		12AM	4PM	0	8	QUALIFYING SHIFT OF 16 HOURS - PSDOT UP TO 8 HOURS

Notes:

NQS = Non-qualifying shift

NQOT = Non-qualifying overtime shift

Examples only reflect shift differential pay; employees may be eligible for additional pay events not reflected above.