



**DEPARTMENT OF PERSONNEL**  
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**<http://dop.nv.gov>**

**MEMO PERD #66-10**  
December 29, 2010

TO: Agency Administrators  
Personnel Representatives  
Payroll Clerks  
Department of Personnel Employees

FROM: Teresa J. Thienhaus, Director  
Department of Personnel

A handwritten signature in cursive script, reading "Teresa J. Thienhaus".

SUBJECT: Shift Differential While Working Overtime

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The Department of Personnel recently received clarification on the proper compensation for employees who work a qualifying shift on overtime. As a result of this clarification of NAC 284.210, **all Paid Shift Differential Overtime (PSDOT) will be paid at 5% of an employee's normal rate of pay on all time worked in Pay Period 15 (12/27/2010 through 1/9/2011) forward.** As a reminder, NAC 284.0725 defines normal rate of pay as the dollar value of an employee's base rate of pay plus any adjustment that has been made pursuant to the provisions of NAC 284.206 (i.e. straight time).

The Department of Personnel has also received requests for clarification on the proper use of shift differential. To assist employees, supervisors, and payroll clerks, attached are examples of the proper coding of PSD (Paid Shift Differential) and PSDOT (Paid Shift Differential Overtime). These examples are based on NAC 284.210 and supersede any prior directives provided by the Department of Personnel. NAC 284.210 dictates the following for employees who work in units which provide services requiring multiple shifts within a 24-hour period:

- An employee is entitled to PSD when he/she works a qualifying shift. A qualifying shift is a period of *work* of eight hours or more, of which four hours must fall between the hours of 6 p.m. and 7 a.m. Such employees are also entitled to PSD when they are on paid leave.
- On an employee's regular day off, he/she is not assigned to any shift, qualifying or otherwise. Therefore, he/she is not eligible for PSD on his/her regular day off, including those that fall on a holiday.
- An employee who works four or more hours of overtime between the hours of 6 p.m and 7 a.m. in addition to his/her regular, *non-qualifying shift* is entitled to PSDOT for *only* the overtime hours worked between 6 p.m. and 7 a.m.
- An employee who works *any number* of hours of overtime in addition to his/her regular, *qualifying shift* is entitled to PSD for his/her regular qualifying shift and PSDOT for all the overtime hours worked.

To ensure timesheets are submitted properly, please forward this information to employees who work in units that provide services requiring multiple shifts within a 24-hour period.

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

TT:ad

Attachment

## EXAMPLES OF THE CORRECT SHIFT DIFFERENTIAL CODING WHEN WORKING OVERTIME

	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 + LESS THAN 4 HOURS - NO PSDOT
EMPLOYEE B	10AM	6PM	6PM	10PM	0	4	NQS + 4 OR MORE HOURS - PSDOT FOR HOURS BETWEEN 6PM-7AM
EMPLOYEE C	10AM	6PM	6PM	2AM	0	8	NQS + 4 OR MORE HOURS - PSDOT FOR HOURS BETWEEN 6PM-7AM
EMPLOYEE D	10AM	6PM	3AM	10AM	0	4	NQS + 4 OR MORE HOURS - PSDOT FOR HOURS BETWEEN 6PM-7AM
EMPLOYEE E	12PM	8PM	8PM	10PM	0	0	NQS + LESS THAN 4 HOURS - NO PSDOT
EMPLOYEE F	12PM	8PM	8PM	4AM	0	8	NQS + 4 OR MORE HOURS - PSDOT FOR HOURS BETWEEN 8PM-4AM
EMPLOYEE G	6AM	2PM	2PM	10PM	0	4	NQS + 4 OR MORE HOURS - PSDOT FOR HOURS BETWEEN 6PM-10PM
EMPLOYEE H	6AM	2PM	3PM	10PM	0	0	NQS WITH BREAK BETWEEN SHIFTS - NEITHER A QUALIFYING SHIFT
EMPLOYEE I	DAY OFF		3PM	10PM	0	0	NO PSDOT: LESS THAN 8 HOURS IN PERIOD OF WORK
EMPLOYEE J	DAY OFF		2PM	10PM	0	8	OVERTIME ON DAY OFF IS A QUALIFYING SHIFT
EMPLOYEE K	10PM	6AM	6AM	9AM	8	3	OVERTIME IN CONJUNCTION WITH QUALIFYING SHIFT (6AM-9AM)
EMPLOYEE L	10PM	6AM	6AM	11AM	8	5	OVERTIME IN CONJUNCTION WITH QUALIFYING SHIFT (6AM-11AM)
EMPLOYEE M	2PM	10PM	10PM	11PM	8	1	OVERTIME IN CONJUNCTION WITH QUALIFYING SHIFT (10PM-11PM)
EMPLOYEE N	2PM	10PM	10AM	2PM	8	4	OVERTIME IN CONJUNCTION WITH QUALIFYING SHIFT (10AM-2PM)
EMPLOYEE O	DAY OFF		6AM	2PM	0	4	1ST SHIFT IS NON-QUALIFYING WITH ADDITION OF 4 OR MORE HOURS - PSDOT FOR HOURS BETWEEN 6PM-10PM
			2PM	10PM			
EMPLOYEE P	DAY OFF		12PM	8PM	0	8	1ST SHIFT IS NON-QUALIFYING WITH ADDITION OF 4 OR MORE HOURS - PSDOT FOR HOURS BETWEEN 8PM-4AM
			8PM	4AM			
EMPLOYEE Q	DAY OFF		12AM	8AM	0	16	1ST SHIFT IS QUALIFYING WITH ADDITIONAL 8 HOURS OF OVERTIME - PSDOT FOR ALL HOURS
			8AM	4PM			

**NOTES:**

NQS = NON-QUALIFYING SHIFT

*Updated by Central Payroll, 12/2010*