

Shift Differential Policy

To facilitate the continuous operation of [Company], premium pay will be offered to eligible employees under the following conditions. Eligible employees are only paid shift differential pay for actual hours worked.

As a 24-hour restaurant, [Company]'s normal business hours are 7:00 am to 7:00 pm. The following hours are eligible for shift differential pay and include all weekends and holidays:

Hour of the Day	Eligible for Shift Differential Pay?
12:00am	Yes
1:00am	Yes
2:00am	Yes
3:00am	Yes
4:00am	Yes
5:00am	Yes
6:00am	Yes
7:00am	No
8:00am	No
9:00am	No
10:00am	No
11:00am	No
12:00pm	No
1:00pm	No
2:00pm	No
3:00pm	No
4:00pm	No
5:00pm	No
6:00pm	No

7:00pm	No
8:00pm	Yes
9:00pm	Yes
10:00pm	Yes
11:00pm	Yes

Salaried and exempt employees are not eligible for shift differential pay. Eligible employees will only include the following:

- Servers, hourly, non-exempt
- Cooks, hourly, non-exempt

Any employee not listed above is not eligible for shift differential pay. The rate of shift differential shall be a flat rate of \$2 per hour. For example, if you are a server making \$10 per hour and you work from 5:00 pm to midnight, you would make your regular hourly rate from 5:00 pm until 8:00 pm. From 8:00 pm until midnight, you would receive \$12 per hour.

Any overtime that eligible employees may be entitled to will be calculated pursuant to federal, state, and local overtime rules.