NORTH CAROLINA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
MEAT AND POULTRY INSPECTION DIVISION
Raleigh, North Carolina

Steve Troxler, Commissioner

MPID NOTICE	**09-23**	**7-17-23**

Shift Policy for Inspection Personnel that are Subject to Overtime

I. PURPOSE:

The intent of this notice is to provide MPID inspection personnel guidance on how to document shift time on their timesheet and in Fiori. This notice applies only to employees subject to overtime.

II. CANCELLATION:

MPID Notice 9-17 dated 9-7-17

III. REFERENCES:

State Human Resources Manual, Salary Administration, Section 4, page 128, “Shift Premium Pay”

IV. POLICY:

The hours between 6:00 p.m. and 6:00 a.m. are considered night shift hours. If an employee who is subject to overtime works any time between the hours of 6:00 p.m. and 6:00 a.m., the employee is entitled to shift premium pay which results in a 10% increase in pay during those hours. The employee would code those hours as “Night Premium” in Fiori and “Shift” on their timesheet; these will need to be added by the employee to their timesheet as shown in Chapter V., Section A.

Examples:

1. If an employee is headquartered at a plant and starts their duties at their headquarter plant at 5:00 a.m., based on the plants approved hours of operation or request for overtime outside of the approved hours of operation, the employee is entitled to 1 hr. of shift premium. The employee should code that 1 hr. as “Night Premium” in Fiori and “Shift” on their timesheet.

2. If an employee works in a plant until 8:00 p.m., the employee would be entitled to 2 hrs. shift premium pay. Those 2 hrs. should be coded as “Night Premium” in Fiori and “Shift” on their timesheet.

If the employee is a relief/patrol inspector, a compliance officer, or a trainer who is subject to overtime and headquartered at home, if the employee leaves home before 6:00 a.m.

and/or returns home after 6:00 p.m., they are entitled to shift premium pay and should code those hours as “Night Premium” in Fiori and “Shift” on their timesheet.

Examples:

1. If an employee headquartered at home departs from home at 5:00 a.m. based on plants approved hours of operation or the request for overtime outside of the approved hours of operation, and distance to plant (in this case the plant is starting at 6:00 a.m. and it will take an hour of driving to get there), the employee will be entitled to 1 hr. of shift premium pay. The employee should code that 1 hr. as “Night Premium” in Fiori and “Shift Travel” on their timesheet.

2. If an employee who is headquartered at home returns home at 8:00 p.m., the employee would be entitled to 2 hrs. shift premium pay and those 2 hrs. should be coded as “Night Premium” in Fiori and “Shift” and/or “Shift Travel” on their timesheet depending on how the time was spent. If 1 hr. was spent at a plant, it should be recorded as “Shift” pay at that plant and if the other 1 hr. was spent in travel it should be recorded as “Shift Travel” on the timesheet.

Please note that the night shift period of 6:00 p.m. to 6:00 a.m. and reimbursement of shift premium pay is based on the plants starting time, finishing time, and travel time (for employees headquartered at home or those traveling between establishments operating before 6:00 AM or after 6:00 p.m.).

V. PROCEDURES FOR DOCUMENTING SHIFT PREMIUM PAY

A. The hours worked or traveled before 6:00 a.m. and after 6:00 p.m. should be recorded on your timesheet in a separate row designated as “Shift” for each plant and/or travel for which it is applicable. The hours worked between 6:00 a.m. and 6:00 p.m. should be designated as regular time. See image below.

Plant # and Name	6/4	6/5	6/6	6/7	6/8	6/9	6/10
Example 1:							
Plant Name and #							
Hrs before 6:00 AM (Shift)							
Hrs after 6:00 AM (Regular)							
Example 2:							
Plant Name and #							
Hrs before 6:00 PM (Regular)							
Hrs after 6:00 PM (Shift)							
Shift Travel*							
Training							
Travel Time							
Gen. Administraton							

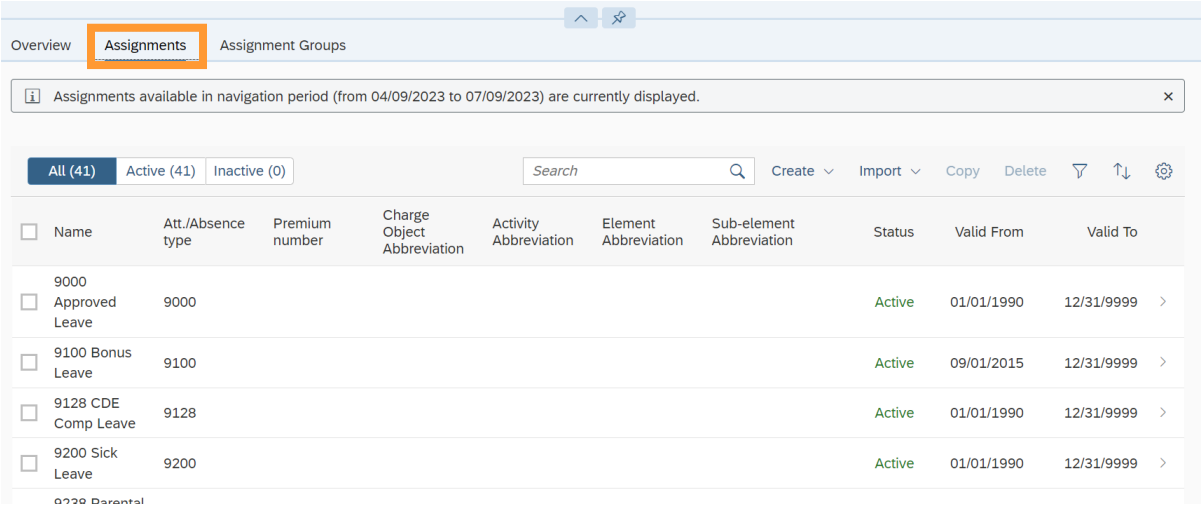
B. The hours before 6:00 a.m. and after 6:00 p.m. need to be recorded as “Night Premium” in Fiori.

C. To be able to record “Night Premium” pay in Fiori, an Assignment must first be added to the user’s account; see instructions below. **NOTE:** If you have already created an assignment navigate to Section D. for inputting your time in Fiori under the “Night Premium” code.

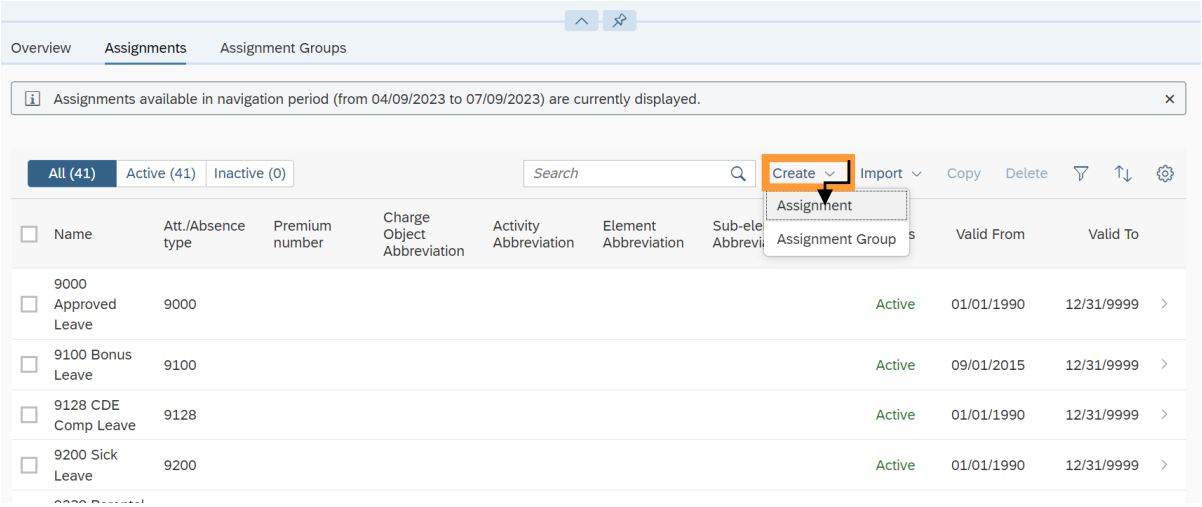
1. Navigate to Fiori and sign in.

2. Navigate to My Timesheet.

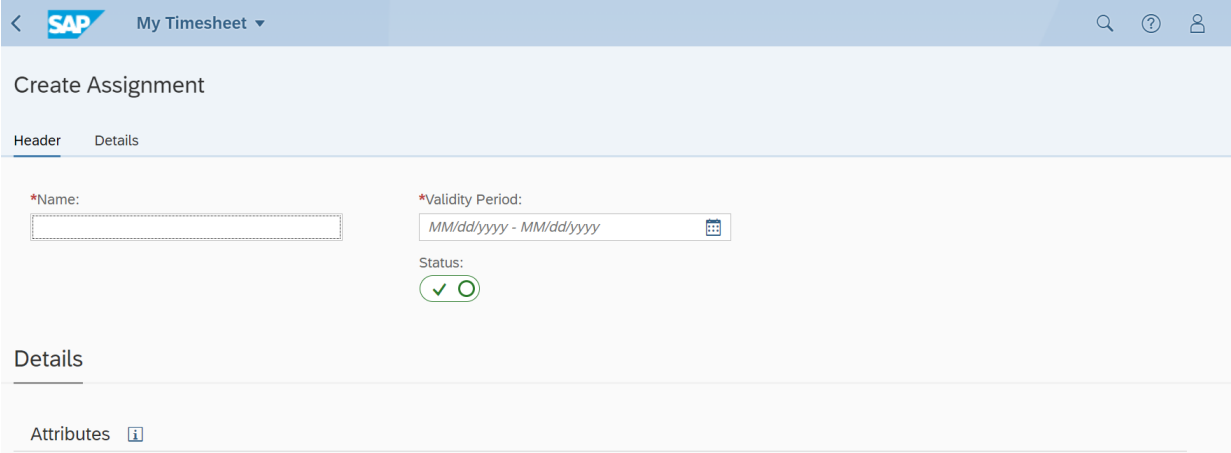
3. Click on Assignments. Once you do this you will see a list populate of active assignments that are already assigned to your account.



4. Click Create then click Assignment that subsequently populates in the drop-down box below Create.



5. The Create Assignment screen will be seen.

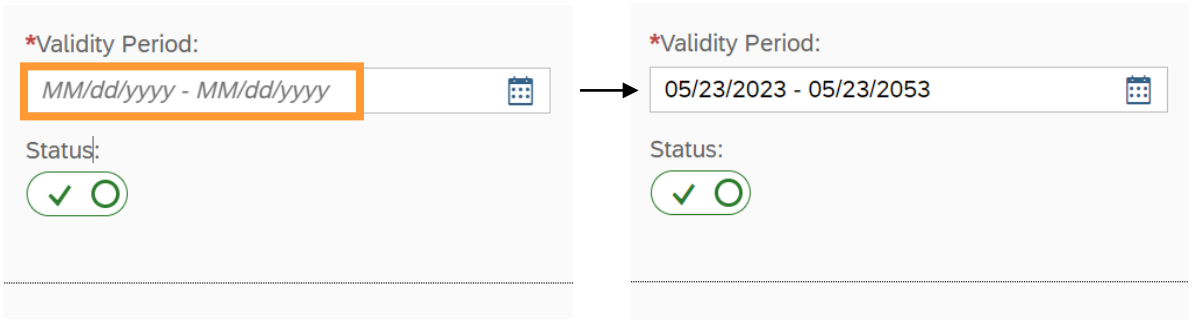


6. You will then need to record the *Name of the assignment as Night Premium.

7. Next, the *Validity Period can be set for a period of one day to years.

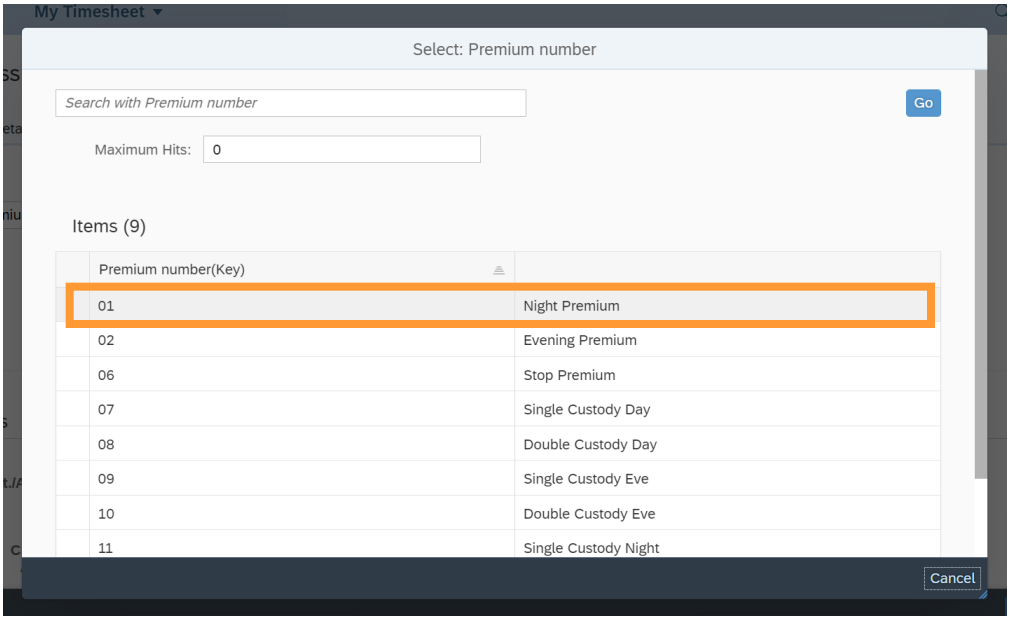
   i. If you would like for the "Night Premium" option to populate only one day, you would select that date by clicking the image of the calendar, navigating to and clicking the date you wish for the "Night Premium" to populate.

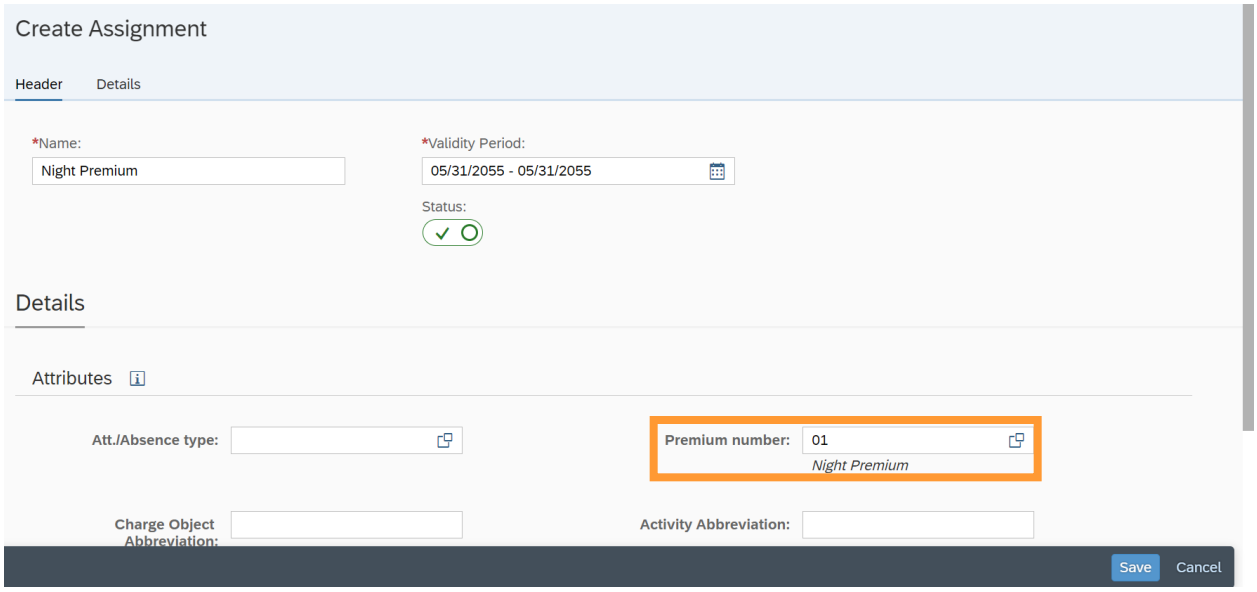
   ii. If you would like for the "Night Premium" option to be available for selection each week you record your time in Fiori you can set the *Validity Period to last for weeks, months or even years. To do this, place your cursor in the dialog box and begin typing whatever date range you would like, however, it still needs to be in the MM/DD/YYYY – MM/DD/YYYY format (i.e. 05/23/2023 - 05/23/2053).



NOTE: The green check mark seen in the images above means you are adding the assignment in active status. At any point in time after the assignment is created, you can edit an assignment and change the status to inactive by clicking the status button, instead of deleting the assignment altogether.

8. Next, under the Details section, click the Premium Number box. A Select: Premium number dialog box will appear on the screen. You will click the 01 – Night Premium section. It will then appear in the Premium Number box on the Create Assignment screen.





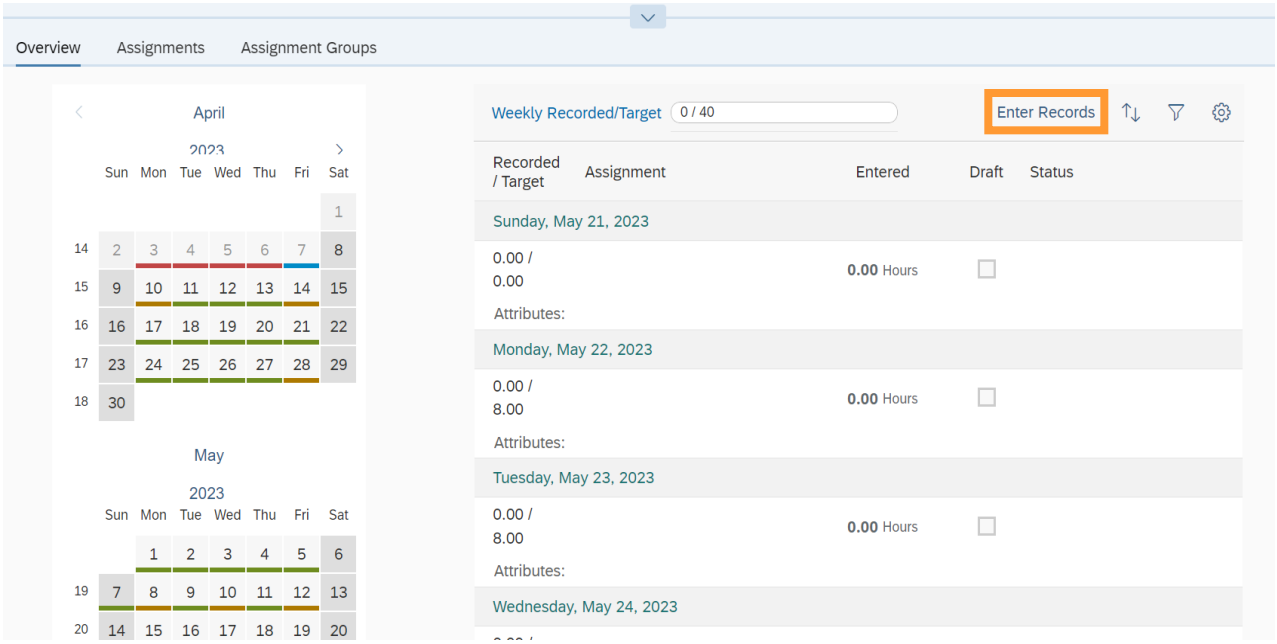
9. Lastly, click Save at the bottom right of the Create Assignment screen to save the assignment to your account.

D. Once an Assignment has been created via the instructions above, the user then can enter their “Night Premium” time as necessary. See instructions below:

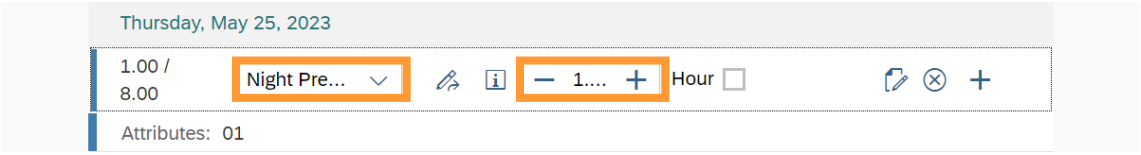
1. Navigate to Fiori and sign in.

2. Navigate to My Timesheet. Ensure the week you wish to enter time for is being shown on the screen. If not, select the week you wish to enter time for on the calendar shown on the lefthand side of the screen.

3. Once the correct weeks' dates are being shown, click Enter Records.



4. You will then be able to enter your time as normal, in addition to any "Night Premium" pay. When you click the *Select As* drop-down box to select the appropriate code for your time, you would select the "Night Premium" option that you created and subsequently enter in the amount of time that qualifies for the premium.



Dr. Karen Beck
State Director

DISTRIBUTION:	**SUBJECT CATEGORY:**
All MPID Personnel	Administrative