

Spring Forward, Fall Back

Shift Work & Time Changes for Staff Employees

At 2:00 a.m. on Sunday, November 2, 2008, Indiana moves back to Eastern Standard Time.

As a result of the above change to Eastern Standard Time, the normal work shift in which the clocks change will be 9 hours long. Employees working this shift will get paid for the actual number of hours that they work. Supervisors may decide that it is possible to leave an hour early, in which case employees would only work 8 hours and receive pay for those 8 hours. If supervision does not approve or if it is a type of operation in which shift schedules and staffing levels do not permit employees to leave an hour early, they will work the 9 hours and receive pay for those nine hours. Overtime would depend on the employee's schedule and personnel policy covering the particular employee.

In the Spring, on Sunday, March 8, 2009, the situation is reversed. The normal work shift in which the clocks change will only be 7 hours long. Employees working this shift will get paid for the actual number of hours that they work. If they are in an operation in which it is possible to work an hour beyond their normal end of work time and if supervision approves, they can work the actual 8 hours. If supervision does not approve or it is a type of operation in which shift schedules and staffing levels do not permit employees to work an hour beyond their normal work time, they will have to make up the hour sometime during the week, use accumulated time off, or take the hour without pay.

In all cases, employees should receive pay for the hours actually worked.