



The Foundation for  
California State University, San Bernardino

# Did You Know???

Brought to you by The Foundation Human Resources Department

## You may need to pay additional wages when an employee works a split shift?

- **A split shift** is any two distinct work periods separated by more than a one-hour meal period.
- When an employee works a split shift, Wage Orders require one hour of pay at minimum wage, in addition to the minimum wage rate paid for all the hours worked that workday.
- **Example:** An employee who works a total of six hours on a split shift day (11:00am-2:00pm and 4:00pm-7:00pm) would be required to be paid not less than  $6 \times \$8.00$  plus \$8.00, for a total of \$56.00. If the employee's regular rate of pay is \$9.34 ( $\$9.34 \times 6 = \$56.04$ ) per hour or more, no additional payment is required.
- Additionally, if an employee is required to report for work a second time in any one workday and is furnished less than two hours work, the employee must be paid two hours at the regular rate of pay.
- **Example:** An employee who worked eight hours, left for the day, is called back to work and is furnished only one hour of work would be paid the one hour at 1.5 times the regular rate (daily overtime for hours worked), plus one hour at the regular wage for the two-hour minimum.
- The best way to avoid paying these additional wages is to not allow an employee to work split shifts!

Questions? Please call Foundation Human Resources at extension 77589.

**We are here to help!**

