



The Foundation for
California State University, San Bernardino

Did You Know???

Brought to you by The Foundation Human Resources Department

A split shift is defined as any *employer-established* work schedule interrupted by an unpaid nonworking period, other than a bona fide rest or meal period?

- **If an employee requests** the interruption in his/her work schedule or time off for his/her personal convenience, such as to attend a class or attend to personal business, a split-shift premium (as discussed in last month's "Did You Know") will not be required.
- **If the employer requires** the employee to work a split shift, then the premium must be paid.
- If your department will require one or more employees to work a split shift you must first notify the Foundation HR and Payroll Departments to ensure proper calculation of the employee(s) time.
- The best way to avoid paying these additional wages is to not require an employee to work split shifts!

Questions? Please call Foundation Human Resources at extension 77589.

We are here to help!



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