



Illinois Department of Corrections

Administrative Directive

Number: 02.65.130	Title: Roll Call and Shift Differential	Effective: 10/1/2020
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	02.65.130 effective 9/1/2002 and amended 8/1/2008 and 11/1/2011

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1B-07, 10, 16; 5-ACI-1C-18; 5-ACI-3A-09
Referenced Policies: 02.65.170, 02.65.180	Referenced Forms: DOC 0133 – Roll Call or Sign In Sheet DOC 0160 – Employee's Comp or Pay Option

I. POLICY

Employees eligible for roll call and shift differential shall be compensated for such time. Recording roll call and shift differential shall be in compliance with Collective Bargaining Agreements and the Department's policies and directives on timekeeping.

II. PROCEDURE

A. Purpose

The purpose of this directive is to provide a written procedure for recording and compensating eligible employees for roll call and shift differential.

B. Applicability

This directive is applicable to all facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Roll Call

1. RC-6, 14, 28, 62, and 63 employees who are required to stand roll call shall receive one-quarter hour (15 minutes) compensation for each day they stand roll call. Employees who are less than 8 minutes late shall receive roll call compensation for that day. Employees who are 8 minutes or more late shall not receive roll call compensation for that day.
2. RC-6 employees who are required to stand roll call may choose to have such time paid or accumulated as compensatory time at the applicable overtime rate. Once that determination has been made, it cannot be changed until the next fiscal year. If the employee does not make a written choice by July 1 of each fiscal year on the Employee's Comp or Pay Option, DOC 0160, the prior declaration shall remain in effect.
3. All other employees who are eligible to receive overtime and who are required to stand roll call shall have such time considered as overtime.

	Illinois Department of Corrections Administrative Directive	Page 2 of 2
Number: 02.65.130	Title: Roll Call and Shift Differential	Effective: 10/1/2020

F. Shift Differential

1. RC-6, 14, 23, 28, 29, 62, 63, Teamsters, and CU-500 employees shall be eligible for shift differential; non-contract employees shall not be eligible for shift differential.
2. Shift differential shall be paid at the current rate per hour in addition to the employee's base salary for all hours paid in the day provided half of the employee's regular shift is scheduled before 7 a.m. or after 3 p.m.
3. Employees who are eligible to receive shift differential shall receive shift differential for paid time off provided the employee's regular shift qualifies for shift differential.
4. If management changes the employee's shift for training purposes, the employee shall receive shift differential for time spent in training provided the employee's normal shift is eligible for shift differential.
5. Shift differential shall also be paid for roll call time and for time worked during an unpaid lunch period (PL) if the employee qualifies for shift differential.
6. Shift differential shall be paid for hours worked in excess of the regular work shift if:
 - a. The hours worked in the regular work shift qualified for shift differential;
 - b. The employee works on the sixth or seventh day of their work week and the shift worked qualifies for shift differential; or
 - c. RC-23 employees work at least one-half or more of an evening or night shift regardless of the regular schedule.
7. RC-6, 14, 23, 28, 62, 63, and CU-500 employees shall receive 1 ½ times the current shift differential hourly rate for all shift differential hours worked in excess of 37 ½ hours in the work week.

G. Requirements

1. The Supervisor shall record and submit roll call time on the Roll Call or Sign In Sheet, DOC 0133, in accordance with Administrative Directive 02.65.170. For those positions that the time will be considered as overtime, the Supervisor shall mark the roll call column and the timekeeper shall record it as overtime.
 2. The Chief Timekeeper shall:
 - a. Accumulate roll call and shift differential time submitted on the daily time sheets;
 - b. Calculate the amount of shift differential for those employees that are eligible; and
 - c. Report the roll call time, shift differential, and overtime to payroll at the end of each pay period in accordance with Administrative Directive 02.65.180.
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