Currently, there are variations in our Shift Differential practices across Houston Methodist. To ensure that we are a unified system with equitable pay policies, we are making some changes to our Shift Differential rates and practices.

Houston Methodist has put a great deal of consideration into this change and identifying how it might impact employees. We realize that for employees who primarily work during 2nd and 3rd shifts, Shift Differentials are an important component of total cash compensation, and we are committed to providing our employees with competitive pay for the care and support they provide to our patients every day.

Different employees are affected by the Shift Differential changes in different ways, depending on location, job title and shifts normally worked. Here’s a snapshot of how the changes may impact you:

- On average, most employees will experience no change to overall pay.
- In cases where pay is adversely affected, your hourly base rate will be adjusted in an effort to offset any loss.
- See the personalized letter included with this mailing for a summary of your current and new Shift Differential rates, as well as details related to any increase in your hourly base pay rate.

We’re here to help you understand the changes and how you may be impacted. If you have any questions about these changes, please contact your manager.

*Shift Differential changes go into effect on July 28, 2013, and will be reflected on your August 15, 2013 paycheck.*
Frequently Asked Questions (FAQs)

**Q: Is this just some big cost-saving measure?**

**A:** These changes are not intended to reduce costs. In fact, implementation of these changes will actually increase Houston Methodist’s salary costs. The changes are being made simply to create more consistency and align with market practices. Great consideration and time has been invested to ensure that these changes do not negatively affect employees’ overall pay. On average, the changes will either enhance pay or not impact employees at all.

**Q: If I work 2nd or 3rd shift, what other changes should I know about?**

**A:** In the future, when you utilize PTO, it will be paid at your hourly base rate, not including Shift Differential. This includes time coded as non-productive, or instances where you receive a PTO Balance payout because you become non-benefits eligible or terminate employment.

**Q: How many Shift Differential categories will we have going forward?**

**A:** In an effort to be consistent with the standard market practices in Houston, we are moving from approximately 20 Shift Differential categories to 5 unique categories.

**Q: Whom should I call if I have questions?**

**A:** Contact your local Human Resources office:

- Houston Methodist Hospital, Physician Organization and Research Institute
  Phone: 713-441-5009  Email: hrgentmh@tmhs.org

- Houston Methodist Willowbrook Hospital
  Phone: 281-737-1035  Email: HRWB@tmhs.org

- Houston Methodist West Hospital
  Phone: 832-522-0330  Email: HRWH@tmhs.org

- Houston Methodist San Jacinto Hospital
  Phone: 281-420-6287  Email: HRSJ@tmhs.org

- Houston Methodist Sugar Land Hospital
  Phone: 281-274-7191  Email: HRSL@tmhs.org

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**NON-PRODUCTIVE TIME CODES**

Non-productive time codes include time for: PTO, Bereavement, Jury Duty and similar types of time off.