

# Premium Pay

## HR



### About This Policy

Effective Date:

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02-01-2016

Responsible University Office:

University Human Resources

Responsible University Administrator:

Vice President and Chief Financial Officer

Policy Contact:

[University Human Resources](#)

[hrpolicy@iu.edu](mailto:hrpolicy@iu.edu)

### Scope

### Policy Statement

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### Scope

This policy applies to all Support, Service, and Temporary Staff employees.

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### Policy Statement

Indiana University recognizes that certain work related circumstances call for compensation in the form of premium pay in addition to an individual's base salary.

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### Reason For Policy

The purpose of this policy is to identify the circumstances, the qualifying criteria, the general guidelines for administering, and the amount of premium pay.

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### Procedure

Police Service Staff**Call-back (Call-in) Pay**

1. An employee who is called back or called in to work after finishing a scheduled work shift or outside the scheduled workday, necessitating an additional trip to and from work outside the normal workday, is compensated at:
  - a. For AFSCME Police covered employees, time and one half (1.5) for a minimum of three (3) hours (CB3).
  - b. For Police staff at East and Kokomo, if the call-back work takes two (2) hours or less, the employee will be compensated for a minimum of two (2) hours at time and one-half (1.5) (CAL).
2. Call-back pay is not applicable if the additional work/shift is scheduled in advance or when the employee is called in early for a scheduled shift or is required to stay after the end of a scheduled shift.
3. A Staff employee will receive this compensation only once for the same block of time regardless of the number of trips back to work during the call-back period.
4. At Bloomington, travel time is included in the call-back calculation in departments where this practice currently exists at the time of this agreement.
5. Call-back premium hours are not counted as hours worked for calculating overtime; however the earnings are included in the calculation of the overtime (FLSA) rate.

**Stand-by Pay**

1. Stand-by hours are those periods of time when Staff are required to be available on call to work at a time that is outside their normal scheduled hours of work.
2. The department will determine, in consultation with campus Human Resources, what jobs are covered and what hours are covered for Stand-by time and provide the information to the employees.
3. A department will establish, in consultation with the campus Human Resources, office Stand-by procedures for the department that are consistent with the criteria listed below.
4. During the designated Stand-by hours, employees who are assigned to Stand-by status are unrestricted in movements or location.
5. Must remain accessible by phone and in a fit condition to work.
6. Must be available and respond within a reasonable time period established by the department.
7. Employees assigned to Stand-by status that cannot be located, who do not respond in a timely manner, or who fail to report to work when called in will forfeit Stand-by pay for that shift and may be subject to corrective action.
8. The following are the stand-by/stand-by compensation methods:
  - a. At Bloomington, the amount of the Stand-by pay will be one hour's pay for every eight hours on call in Stand-by status (SBY).
  - b. At IUPUI, employees assigned to stand-by/stand-by status are paid \$2.00 per hour (OC2).
  - c. At South Bend, employees assigned to stand-by/stand-by status are paid \$1.50 per hour (OC1).
  - d. For all other campuses, contact campus HR.
  - e. For campuses that pay stand-by on per hour basis, Stand-by pay is discontinued during the hours the employee is called back in. If called in or called back requiring an additional trip to and from work outside the normal workday, see Call-back/call-in pay above.
9. Stand-by premium hours are not counted as hours worked for calculating overtime; however the earnings are included in the calculation of the overtime (FLSA) rate.

**Changes in work schedules**

1. If a change in an employee's work schedule is made requiring work on a day originally scheduled off, such work is compensated at time and one-half unless the notice of the work schedule change is made to the employee at least five calendar days in advance of the scheduled day off (RGN + SCB).

**Shift Differential Pay**

1. At Bloomington, East, Kokomo, Northwest, and Southeast
  - a. Indiana University will provide shift differential pay in the form of extra pay to Police Officers who work late night or early morning hours: 6pm to 5:59am.
  - b. The shift differential pay will be a fixed dollar amount per hour based on documented market pay practices within the relevant labor market. For police officers this amount will be \$0.50 per hour (SRC).
  - c. Hours worked outside of the designated shift differential hours will be paid at the officer's regular rate.
  - d. Vacation, sick, holiday and all other forms of pay for time-off will be paid at the officer's regular rate.
  - e. Police Officers with pay rates above the published wage structure are not eligible for shift differential pay.
  - f. Shift differentials premium hours are counted as hours worked for calculating overtime and the earnings are included in the calculation of the overtime (FLSA) rate.
2. At IUPUI
  - a. Shift differential is paid for hours worked between 3:00 p.m. and 8:00 a.m. provided a minimum of six (6) consecutive hours is worked during the designated shift differential period.
  - b. The shift differential rate is \$0.50 per hour (SRC).
  - c. Shift differential is not paid if the scheduled shift is less than six (6) hours.
  - d. An employee who is scheduled, called back, or called in to work outside the normal daily work schedule (and requires an additional trip to and from work outside the normal workday) is eligible for shift differential for time worked between 3:00 p.m. and 8:00 a.m. regardless of the length of time worked.
  - e. An employee who is off from work and charges time to accumulated paid-time-off benefits, will be paid shift differential if it would have been paid for the time worked. Shift differential is not paid on paid-time-off benefits received as separation pay.
  - f. Shift differential is factored into the calculation of overtime for employees who work overtime during the designated shift differential hours. Total earnings (including shift differential) are divided by total hours in pay status to determine the hourly rate for overtime.
3. At South Bend
  - a. The shift premium will be paid according to the following schedule:
    - i. For regularly scheduled shifts that begin between 11:30 a.m. and 7:59 p.m., \$0.36 per hour worked (SRA).
    - ii. For regularly scheduled shifts that begin between 8:00 p.m. and 3:59 a.m., \$0.46 per hour worked (SRB).
  - b. Any work schedule that includes both Saturday and Sunday as regularly scheduled workdays, a \$0.50 per hour premium will be paid for all hours worked in the work schedule (SRC).
  - c. An employee who is regularly scheduled and works a full day on either Saturday or Sunday will be paid the \$0.50 per hour premium for those hours (SRC).

**Sunday premium pay**

1. At Bloomington, East, Kokomo, and Southeast there is no Sunday premium pay.
2. At IUPUI, time worked between 12:00 a.m. to 11:59 p.m. Sunday is paid at a rate of pay equal to one and one-quarter the employee's hourly rate (RGN + PRM).
3. At South Bend, a premium is paid for work on a Sunday, subject to the following provisions:
  - a. Sunday premiums are separate from the base wage for the covered positions.
  - b. The Sunday premium is to be combined with the base hourly rate before the calculation of any overtime rate for hours worked that are covered by a Sunday premium.
  - c. An employee who is absent and charges time to accumulated vacation or income protection time benefits will be paid the Sunday premium if it would have been paid if the time had been worked.

- d. When an employee leaves University employment, Sunday premium is not paid on paid-time-off benefits.
  - e. See the Shift differential section above for a description of the Sunday differential on this campus.
4. Sunday premium hours are not counted toward hours worked for overtime purposes; however the earnings are included in the calculation of the overtime (FLSA) rate.

### **Court Appearance & Range Training Pay**

1. A Police Service Staff employee who is required to appear in court for IUPD business, such as depositions and student disciplinary hearings, or participate in range training will be compensated for a minimum of two (2) hours of pay at time and one-half (1.5) (LER).
  - a. The court appearance or range training time must be a required duty(s) that is/are assigned and/or approved by a supervisor in advance.
  - b. The minimum of two (2) hours at time and one-half (1.5) is provided when the court appearance or range training time is scheduled and occurs outside of the employee's normal work shift or on a day off.
  - c. A Staff employee will only receive this compensation once for the same block of two (2) hours at time and one-half (1.5) regardless of the number of court appearances and/or range training time during that period.
  - d. This pay is not applicable if the additional work/shift is scheduled in advance or when the employee is called in early for a scheduled shift or is required to stay after the end of a scheduled shift.
  - e. Court Appearance & Range Training premium hours are not counted toward hours worked for overtime purposes; however the earnings are included in the calculation of the overtime (FLSA) rate.

### Service Staff

#### **Stand-by Pay**

1. Stand-by hours are those periods of time when Staff are required to be available on call to work at a time that is outside their normal scheduled hours of work.
2. Each campus will determine if it will provide stand-by pay. The campus will consult with UHR in determining what jobs are covered, what hours are covered, and the amount of the compensation for stand-by time for the campus. This information will be made available to Service Staff employees in the affected departments and the campus human resources office.
3. Eligibility for Stand-by pay will be determined in consultation with the department and the campus human resources office, such eligibility must meet all of the following criteria:
  - a. During the designated Stand-by hours, employees who are assigned to Stand-by status are unrestricted in movements or location, but must remain accessible by phone.
  - b. Stand-by employees must be in a fit condition to work. Stand-by employees must be available and respond within a reasonable time period established by the department.
  - c. Employees assigned to Stand-by status who cannot be located, who do not respond in a timely manner, or who fail to report to work when called in will forfeit Stand-by pay for that shift and may be subject to corrective action.
4. The following are the Stand-by compensation methods:
  - a. At Bloomington, the amount of the Stand-by pay will be one hour's pay for every eight hours in Stand-by status (SBY).
  - b. At IUPUI,
    - i. Employees assigned to Stand-by status are paid \$1.50 (OC1) or \$2.00 (OC2) per hour (as determined by the department) for the designated Stand-by hours. If called back to work, Stand-by pay is discontinued during the hours the employee is called back.
    - ii. Stand-by pay does not normally apply to employees in Maintenance (except Building Automation and Key Shop) within Campus Facility Services.
  - c. At South Bend,
    - i. Employees who are required to be on Stand-by outside of their regular scheduled work hours for seven or more consecutive days shall receive \$1.50 per hour for the designated Stand-by period (OC1).

- ii. This is in addition to any compensation that the employee is otherwise eligible for under the **Call-Back** provisions.
  - iii. There will be one Stand-by list maintained and employees in the Maintenance Technician rank, Level 57 and above (formerly SMOQ), will serve in the Stand-by rotation.
  - iv. The employee in Stand-by status is responsible for personally filling a minimum of three (3) of the weeks assigned and either personally working or finding a qualified substitute in advance for any Stand-by rotations in excess of three (3) in a calendar year.
  - v. The Assistant Director of Facilities Management may allow exceptions to the requirement that employees personally fill their assignments in the event of emergencies or vacations. Where allowed by this policy or with Management approval, the supervisor shall be notified in the event of a substitute as soon as possible.
- d. For all other campuses, contact campus HR.
  - e. For campuses that pay standby on per-hour basis, if an employee is called back in to work, Stand-by pay is discontinued during the hours the employee is called back in.
5. Stand-by premium hours are not counted as hours worked for calculating overtime; however the earnings are included in the calculation of the overtime (FLSA) rate.

### **Call-Back Pay**

1. Staff may sometimes be called back to work at his or her regular position outside the scheduled workday requiring an additional trip to and from work.
2. Staff who are called back pursuant to this policy will be compensated as follows:
  - a. At all campuses, if the Call-Back work takes two (2) hours or less, the employee will be compensated for a minimum of two (2) hours at time and one-half (1.5) (CAL).
  - b. If the Call-Back work takes more than two (2) hours, the employee will be compensated for all hours worked at time and one-half (1.5).
3. Staff will only receive this compensation once, regardless of the number of trips back to work within the same block of time.
4. At Bloomington, travel time is included in the Call-Back calculation in departments where this practice currently exists.
5. Call-Back pay is not applicable if the additional work/shift is scheduled in advance, when the employee is called in early for a scheduled shift, or is required to stay after the end of a scheduled shift.
6. Call-Back premium hours are not counted as hours worked for calculating overtime; however the earnings are included in the calculation of the overtime (FLSA) rate.

### **Changes in work schedules**

1. If a change in a Staff employee's work schedule is made requiring work on a day originally scheduled off, such work is compensated at time and one-half unless the notice of the work schedule change is made to the employee at least five calendar days in advance of the scheduled day off.
2. At Bloomington:
  - a. Physical Plant craft workers, whose shifts are changed to evenings or nights for temporary assignments exceeding three work days will receive a pay premium equal to 10 percent (10%) of their base hourly rate for the entire period of the temporary assignment (SCP).
  - b. When a craft worker's work week is temporarily restructured such that the week includes Saturday and/or Sunday, the employee shall receive a ten percent (10%) payment per hour for all hours worked on the weekend. If an employee earns overtime during a temporary-restructured-weekend schedule, overtime pay is calculated on the total of base pay plus premium (SCP).
  - c. Any Staff employee, who receives notice of a change in starting time less than 48 hours before the start of his or her regular shift, shall be compensated at a time and one-half rate for all hours worked outside of the regular shift (RGN + SCB).

### **Shift differential**

1. UHR in consultation with the campus will determine if Shift Differential will be provided, what jobs are covered, what hours are covered, and the amount of compensation for Shift Differential for that campus. This information will be made available to Support Staff employees in the affected departments, and AFSCME Service on Bloomington, IUPUI, and South Bend campuses.
2. If a Service job at a campus is deemed eligible for shift differential pay all positions within the job at the campus will be eligible.
3. Employees in eligible positions with pay rates above the university's published salary schedule are not eligible for shift differential pay until the employee's pay rate is no longer above the maximum of the pay schedule.
4. The shift differential pay will be provided to Service Staff whose primary position is eligible for the shift differential pay and who are scheduled to work evening and night shifts.
  - a. Evening and night shifts for the purposes of determining eligibility for shift differential pay is defined as shifts regularly scheduled to work six (6) or more hours between 3:00 PM and 8:00 AM.
  - b. Shift differential pay will only apply to hours worked between 3:00 PM and 8:00 AM, provided a minimum of six (6) hours is worked during the timeframe.
  - c. Time worked outside of the designated periods for shift differential purposes will be paid at the employee's base hourly rate.
5. The following categories of paid time off are eligible for shift differential:
  - a. Adverse Weather (WTH)
  - b. Adverse Working Conditions (ADW)
  - c. Emergency Rest Time (ERT)
  - d. Holiday (including HOL and HTK)
  - e. Injury with pay (INJ)
  - f. Union Business (UNB)
6. The following paid time off categories are NOT eligible for shift differential:
  - a. Vacation
  - b. Sick Time
  - c. Income Protection
  - d. Compensatory Time
7. An employee who is scheduled, called back, or called in to work outside the normal daily work schedule (and requires an additional trip to and from work outside the normal workday) is eligible for shift differential for time worked between 3:00 p.m. and 8:00 a.m. regardless of the length of time worked.
8. The shift differential pay shall be a fixed dollar amount of \$0.50 per hour in addition to the employee's base rate (SRC).
9. Shift differentials are a premium pay, and are separate from the base hourly rate of pay; however the earnings are included in the calculation of the overtime (FLSA) rate.

**Confined space pay**

1. Employees at IUPUI and South Bend are eligible for confined space pay.
2. Service staff employees working in a permit-required confined space will be paid a premium of \$1.50 per hour for time actually spent working in the confined space (HAZ).
3. University administration will determine the confined spaces that meet the OSHA definition and require a permit.
4. Employees must have completed the safety training on confined spaces to be eligible for this premium.
5. Confined space pay is a premium pay, and are separate from the base hourly rate of pay; however the earnings are included in the calculation of the overtime (FLSA) rate

**Emergency Rest Time at Bloomington**

1. Emergency conditions occasionally require SM employees to work continuously beyond normal work assignments. Situations develop where workers have inadequate rest to report for their normal work hours. When these conditions occur, the following provisions apply.
  - a. For purposes of this policy "adequate rest" is defined as six or more hours free from work.
  - b. The policy shall be that all work beyond sixteen continuous hours shall be further compensated by granting one hour of time off for each hour of time worked beyond sixteen continuous hours. This time will be designated as Emergency Rest Time (ERT).
  - c. This Emergency Rest Time will be in addition to the normal compensation for the hours worked.
  - d. Furthermore, under extreme emergency conditions in cases where employees are given less than six (6) hours off-the-clock before returning to the job, the hours of each work assignment will be combined. Emergency Rest Time will be earned for all hours worked in excess of sixteen (16) hours in that period. Emergency Rest Time will not be earned for hours off the job between work assignments.
    - i. Extreme emergency conditions are defined as unexpected or serious situations with campus-wide impact that require urgent, immediate action or endanger the university such as: snow, earthquake, flood, fire, tornados, riots, terrorism, and utility outages.
    - ii. Extreme emergency conditions do not include situations such as scheduled overtime, regular Call-Back, Stand-by, or any other situation not described in the paragraph above.
  - e. Employees shall receive up to a maximum of eight (8) hours of Emergency Rest Time for all hours actually worked without adequate rest.
  - f. The employee will be required to use this time for the employee's next normal workday that emergency conditions do not make that employee's attendance necessary. An employee who has accrued the maximum of eight (8) hours of Emergency Rest Time must receive their supervisor's approval to continue working.
  - g. Should the emergency cause the employee to continue to work beyond 24 hours without adequate rest of eight (8) hours off the clock, each hour after 24 hours will be paid at a rate twice the employee's regular rate of pay (EPT).

## High Pay

1. At Bloomington, the High Pay will be paid as follows:
  - a. When working above elevations of ten (10) feet on sloped (6 on 12) slate or tile roofs or coping suspended by rope device.
  - b. When utilizing a swinging stage, bosun's seat, swinging scaffolding, or ladder jack at elevations above 15 feet.
  - c. When working on scaffolding that is higher than 15 feet.
  - d. When working on a step ladder above 15 feet.
  - e. Physical Plant Hi-Voltage craft workers who must free climb to repair or relamp lighting systems at the North Fee Lane Fields, Armstrong Stadium, Memorial Stadium, and Woodlawn Field will receive a pay premium equal to 30 percent (30%) of their base hourly rate provided they are free climbing and not working from a bucket truck or other mechanical device. This premium is considered to be an incentive pay, and not hazardous duty pay (HBV).
  - f. Tree trimmers free climbing above 15 feet will be entitled to high pay at the rate provided for the campus below.
  - g. Tuck Pointers
  - h. Employees doing steeplejack work.
  - i. At Bloomington, the High Pay rate shall be 15% of the employee's hourly rate (HSB), whichever is larger, in addition to the employee's existing wage.
2. At IUPUI, High Pay will be in effect as follows:
  - a. Use of bosun's chair, swing stage, or rope chair
  - b. Use of belts on outside windows
  - c. Use of scaffold: one section (6 feet) or higher
  - d. Use of a ladder: two sections or more or to the second floor height inside and outside

- e. High pay does not apply to any permanent structure nor does it apply to using a permanently fixed ladder to climb to a flat, guarded surface to work. It only applies to working from temporary structures or appliances 6 feet or higher.
  - f. At IUPUI, employees are paid High Pay of an additional \$.75 per hour (HIN) for time actually spent working from these types of structures or appliances
3. At South Bend, “Hazardous conditions” for which High Pay is eligible will be in effect when any of the following work is assigned by appropriate supervisory or administrative authority within the department
    - a. Scaffold work is performed at a height of two (2) or more sections;
    - b. Work is performed away from any swinging stage, rope chair, or belt;
    - c. Extension ladders are used to accomplish work at a height equivalent to second floor level from ground level of a building; and
    - d. At South Bend, the High Pay rate shall be 15% of the employee's hourly rate, whichever is larger, in addition to the employee's existing wage (HBL).
  4. High pay is a premium pay, and are separate from the base hourly rate of pay; however the earnings are included in the calculation of the overtime (FLSA) rate.

### Support Staff

#### **Stand-by Pay**

1. Stand-by hours are those periods of time when Staff are required to be available stand-by to work at a time that is outside their normal scheduled hours of work.
2. Each campus will determine if it will provide stand-by pay. The campus will consult with campus Human Resource in determining what jobs are covered, what hours are covered, and the amount of the compensation for stand-by time for the campus. This information will be made available to Support Staff employees in the affected departments.
3. In all cases:
  - a. During the designated stand-by hours, employees assigned to stand-by status:
  - b. are unrestricted in movements and location.
  - c. must remain accessible by phone, and in a fit condition to work.
  - d. must be available and respond within a reasonable time period established by the department.
  - e. Employees assigned to stand-by status who cannot be located, who do not respond in a timely manner, or who fail to report to work when called in will forfeit stand-by pay for that day.
4. The following are the stand-by compensation methods:
  - a. At Bloomington and Northwest all Support Staff employees will receive one hour’s pay for every eight hours in stand-by status (SBY).
  - b. At IUPUI all Support Staff employees will receive \$1.50 (OC1) or \$2.00 (OC2) per hour for the designated stand-by hours.
  - c. At Kokomo all Support Staff employees will receive \$1.50 per hour (OC1) for the designated stand-by hours.
  - d. For all other campuses, contact campus HR.
  - e. For campuses that provide stand-by pay on a per hour basis, the stand-by pay is discontinued during the hours the employee is called back in to work.
  - f. Stand-by pay is in addition to any compensation that the employee is otherwise eligible for under the **Call-back policy**.
  - g. Stand-by premium hours are not counted as hours worked for calculating overtime; however the earnings are included in the calculation of the overtime (FLSA) rate.

#### **Call-back pay**

1. Staff may sometimes be called back to work at his or her regular position outside the scheduled workday requiring an additional trip to and from work.



2. Staff who are called back pursuant to this policy will be compensated as follows:
  - a. At all campuses, except IUPUI, if the call-back work takes two (2) hours or less, the employee will be compensated for a minimum of two (2) hours at time and one-half (1.5) (CAL).
  - b. At IUPUI, if the call-back work takes three hours or less, the employee will be compensated for three hours at time and one-half, even if the employee is called back more than once during that three-hour period (CB3).
  - c. In all cases, if the call-back work takes more time than two (2) hours the employee will be compensated for all hours worked at time and one-half (1.5).
3. Even if an employee receives the two hour minimum payment under paragraph 2 above, the actual time worked will count towards determining if overtime has been worked for the week.
4. Staff will only receive this compensation once, regardless of the number of trips back to work within the same block of time.
5. Travel time is included in the call-back calculations in some departments.
6. Call-back pay is not applicable if the additional work/shift is scheduled in advance, when the employee is called in early for a scheduled shift, or the employee is required to stay after the end of a scheduled shift.
7. Call-back premium hours are not counted as hours worked for calculating overtime; however the earnings are included in the calculation of the overtime (FLSA) rate

### Changes in Work Schedules

1. If a change in a staff employee's work schedule requires the employee to work on a scheduled day off, such work is compensated at time and one-half (RGN + SCB). However, if the employee receives notice of the schedule change at least five calendar days in advance of the scheduled day off, the work is compensated at the regular rate.

### Shift Differential Pay

1. Each campus will determine if it will provide any shift differential. The campus will consult with campus Human Resources to determine what jobs are covered, what hours are covered, and the amount of the compensation for shift differential for that campus. This information will be made available to Support Staff employees in the affected departments, and CWA on the Bloomington and Northwest campuses.
2. For campuses that provide Shift Differential:
  - a. Shift differential is paid for hours worked during the established timeframe, provided that a minimum of six hours is worked during that time.
  - b. An employee who is off from work and charges time to accumulated vacation or income protection time benefits, will be paid shift differential if it would have been paid had the time been worked.
  - c. Shift differentials are separate from the base wage for the covered positions.
  - d. The shift differential is to be combined with the base hourly rate before the calculation of any overtime rate for hours worked that are covered by a shift differential.
  - e. Shift differential is not paid on paid-time-off benefits received when University employment ends.
  - f. Rate and timeframe for employees in eligible positions:
    - i. For IUPUI, between 3:00 p.m. to 8:00 a.m.
      - A Staff employee who is scheduled, called back, or called in to work outside the normal daily work schedule and requires an additional trip to and from work outside the normal workday is eligible for shift differential for time worked between 3:00 p.m. and 8:00 a.m. regardless of the length of time worked.
      - Covered jobs and shift differential rates are published annually in the [IUPUI Staff Salary Schedules](#).
    - ii. For Northwest, a Staff employee will receive \$0.10 (SR1) for work between 4:00pm and 12:00am (2nd shift), or \$0.20 (SR2) for work between 12:00am and 8:00am (3rd shift).
    - iii. For all other campuses, contact campus HR.
  - g. Shift differentials are a premium pay, and are separate from the base hourly rate of pay; however the earnings are included in the calculation of the overtime (FLSA) rate.

**Sunday premium pay**

1. For Support Staff at East, IUPUI, Kokomo, South Bend, Southeast, each campus will determine whether it will pay a premium for time worked on a Sunday and, if so, what the amount will be and what jobs will receive the premium payment. In all cases:
  - a. Sunday premiums are separate from the base wage for the covered positions.
  - b. The Sunday premium is to be combined with the base hourly rate before calculating the overtime rate for hours worked that are covered by a Sunday premium.
  - c. An employee who is off work and charges time to accumulated vacation or income protection time will be paid the Sunday premium if it would have been paid had employee worked.
  - d. Sunday premium is not paid as part of any paid-time-off benefits received when University employment ends.
2. Campus specific eligibility:
  - a. At IUPUI Sunday premium is provided for time worked between 12:00 a.m. and 12:00 midnight on Sunday at a rate of pay equal to one and one-quarter the employee's normal hourly rate (RGN + PRM).
  - b. For all other campuses, contact campus HR.
3. Sunday premium hours are not counted toward hours worked for overtime purposes; however the earnings are included in the calculation of the overtime (FLSA) rate.

Temporary Staff**Shift differential pay**

1. Each campus will determine if it will provide any shift differential and, if so, what jobs are covered, what hours are covered, and the amount of the compensation for shift differential for that campus and will make that information available to Temporary employees in the affected departments and the campus human resources office. In all cases:
  - a. Shift differentials are separate from the base wage for the covered positions.
  - b. The shift differential is to be combined with the base hourly rate before the calculation of any overtime rate for hours worked that are covered by a shift differential.
  - c. Shift differentials are a premium pay, and are separate from the base hourly rate of pay; however the earnings are included in the calculation of the overtime (FLSA) rate.

**Sunday premium pay**

1. Each campus will determine whether it will pay a premium for time worked on a Sunday and, if so, what the amount will be and what jobs will receive the premium payment. In all cases:
  - a. Sunday premiums are separate from the base wage for the covered positions.
  - b. The Sunday premium is to be combined with the base hourly rate before the calculation of any overtime rate for hours worked that are covered by a Sunday premium.
  - c. Sunday premium hours are not counted toward hours worked for overtime purposes; however the earnings are included in the calculation of the overtime (FLSA) rate.

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Managers, supervisors, and employees who violate this policy are subject to disciplinary action, up to and including termination.

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University Human Resources  
 812-856-6047  
[hrpolicy@iu.edu](mailto:hrpolicy@iu.edu)

Policy Interpretation  
 Campus HR office  
 Various

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## History

This policy combines the following policies:

AFSCME Police	Premium Pay
AFSCME Service	3.2 - Premium Pay
Professional Staff and Support and Service Staff not Covered by a Union	4.6 - Premium Pay
Temporary	4.3 - Premium Pay

This policy replaces parts of the following policies and guidelines:

CWA	PA/SS	Law Enforcement
5.5 - Premium Pay	4.3 - Work Time and Record Keeping for Support and Service Staff and Professional Staff who are Eligible for Overtime	Pay Guidelines
<ul style="list-style-type: none"> <li>• B.</li> <li>• C.</li> <li>• D.1.a.</li> <li>• D.1.a.i.</li> <li>• D.1.a.ii.</li> <li>• D.1.a.iii.</li> <li>• D.1.a.iv.</li> <li>• D.2.a.</li> <li>• D.2.b.</li> <li>• D.2.b.i.</li> <li>• D.2.b.ii.</li> <li>• D.2.b.iii.</li> <li>• D.2.b.iv.</li> <li>• D.2.c.</li> <li>• D.3.</li> <li>• D.4.a.</li> <li>• D.4.a.i.</li> <li>• D.4.a.ii.</li> </ul>	<ul style="list-style-type: none"> <li>• C.4.</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Pay</li> </ul>

- D.4.a.iii.
- D.4.a.iv.