Premium Pay
PA/SS 4.6

Revised April 6, 2010

Employees covered by this policy
This policy applies to Support and Service Staff not covered by a union.

A. Purpose

Indiana University recognizes that certain work related circumstances call for additional compensation in the form of premium pay in addition to an individual's base salary. The purpose of this policy is to identify those circumstances, the criteria to qualify for the premium pay, the amount of the premium pay, and the general guidelines for administering the premium pay.

B. Introduction

This policy establishes the university's personnel policies on the following premium pay benefits for Support and Service Staff: call back pay, on-call or standby pay, shift differential, and Sunday premium.

C. Call-back pay

1. A Support and Service Staff Employee 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. A Support and Service Staff employee who is called back pursuant to this policy will be compensated as follows:

   a. At all campuses, except for IUPUI, if the call-back work takes two hours or less, the employee will be compensated for two hours at time and one-half, even if the employee is called back more that once during that two-hour period.

   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 that once during that three-hour period.

   c. In all cases, if the call-back work takes more time, the employee will be compensated for all hours worked at time and one-half.
3. Even if an employee receives the two or three hour minimum payment under paragraph 2 above, the actual time worked will count towards determining if overtime has been worked for the week.

D. Stand-by or on-call pay

1. Stand by hours are those periods of time when Support and Service 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 on-call pay, what jobs are covered, what hours are covered, and the amount of the compensation for on-call time for the campus and will make that information available to Support and Service Staff employees in the affected departments and the campus human resources office. In all cases:
   a. During the designated on-call hours, employees assigned to on-call status are unrestricted in movements and location, but must remain accessible by phone or pager, in a fit condition to work.
   b. Employees assigned on-call status must be available and respond within a reasonable time period established by the department.
   c. Employees assigned to on-call 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 on-call pay for that day.

E. 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 Support and Service Staff 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. An employee who is absent and charges time to accumulated vacation or income protection time benefits, will be paid shift differential if it would have been paid if the time had been worked.
   d. Shift differential is not paid on paid-time-off benefits received as separation pay.

2. IUPUI has determined that it will provide the following shift differential:
   a. Shift differential is paid for hours worked between 3:00 p.m. and 8:00 a.m. provided that a minimum of six consecutive hours is worked during the designated shift differential period.
   b. Except as provided below, shift differential is not paid if the scheduled shift is less than six hours.
   c. A staff member 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.
   d. Covered jobs and shift differential rates are published annually in the IUPUI Staff Salary Schedules.

F. 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. 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. Sunday premium is not paid on paid-time-off benefits received as separation pay.

2. IUPUI has determined that it will provide Sunday premium as follows:
   a. Time worked between 12:00 a.m. and 12:00 midnight on Sunday is paid at a rate of pay equal to one and one-quarter the employee’s normal hourly rate.