Policies for Temporary Employees

Premium Pay
Temporary 4.3
Effective April 11, 2011

This policy applies to all Temporary employees.

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 hourly rate. 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 Temporary employees: shift differential and Sunday premium.

C. 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.

D. 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.