Premium Pay

Effective: February 1, 2013
Last Updated: July 1, 2014

Responsible University Office: University Human Resources

Responsible University Administrator: Senior Vice President and Chief Financial Officer

Policy Contact: University Human Resources

A. Scope

This policy applies to all Police Service Staff employees at Bloomington, IUPUI, Northwest, South Bend, and Southeast.

B. Policy Statement

1. 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.

2. This policy establishes the university's personnel policies on the following premium pay benefits:
   a. Call back Pay
   b. Changes in work schedules
   c. Shift Differential/ Shift Premium
   d. Stand-by Pay
   e. Sunday Premium Pay
   f. Court Appearance & Range Training Pay
C. Procedures

1. Call-back (Call-in) Pay
   a. A Staff 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 time and one half for a minimum of three hours.

   b. 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.

   c. A Staff employee will receive this compensation only once for the same block of three hours regardless of the number of trips back to work during that period.

   d. At Bloomington, travel time is included in the call-back calculation in departments where this practice currently exists at the time of this agreement.

2. Changes in work schedules
   a. If a change in an appointed 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.

3. Shift differential 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 consecutive hours is worked during the designated shift differential period.

   b. Shift differential is not paid if the scheduled shift is less than six hours.

   c. 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.

   d. An employee who is absent 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.

   e. 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.

   f. The shift differential rate is $.50 per hour.

4. Shift differential 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.
For regularly scheduled shifts that begin between 8:00 p.m. and 3:59 a.m., $0.46 per hour worked.

b. Any work schedule that includes both Saturday and Sunday as regularly scheduled workdays, a 50-cent per hour premium will be paid for all hours worked in the work schedule.

c. An employee who is regularly scheduled and works a full day on either Saturday or Sunday will be paid the 50-cent per hour premium for those hours.

5. Shift differential at Bloomington (IU Police Department Policy)
   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.
   
   c. Police Officers with pay rates above the published wage structure are not eligible for shift differential pay.

6. Stand-by Pay
   a. 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. The department will determine what jobs are covered and what hours are covered for Stand-by time for the department and provide the information to the employees and to the campus human resources office.
   
   b. Eligibility for Stand-by pay will be determined in consultation with the department and the campus human resources office and must meet all of the following criteria:
      i. Employees are required to be available on call to work at a time that is outside their normal scheduled hours of work.
      
      ii. 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 or pager and in a fit condition to work.
      
      iii. Stand-by employees must be available and respond within a reasonable time period established by the department.
      
      iv. 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.
   
   c. 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.
   
   d. Employees assigned to Stand-by on-call status are paid $2.00 at IUPUI and $1.50 at South Bend, per hour for the designated Stand-by on-call hours. If called back in to work, Stand-by on-call 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, the employee will be compensated for a
minimum of three hours at time and one-half plus any other applicable premiums.

7. Sunday premium pay
   a. At South Bend, a premium is paid for work on a Sunday, subject to the following provisions:
      i. Sunday premiums are separate from the base wage for the covered positions.
      ii. 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.
      iii. 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.
      iv. Sunday premium is not paid on paid-time-off benefits received as separation pay.
   b. At IUPUI, time worked between 12:00 a.m. Sunday and 12:00 a.m. Monday is paid at a rate of pay
      equal to one and one-quarter the employee’s hourly rate.
   c. At South Bend, see the Shift differential section above for a description of the Sunday differential on
      that campus.
   d. At Bloomington there is no Sunday premium pay.

8. Court Appearance & Range Training Pay
   a. A Police Service Staff employee who is required to participate in range training or appear in court
      for IUPD business, which includes depositions and student disciplinary hearings, will be
      compensated for a minimum of three hours of pay at their base hourly rate before the calculation of
      any overtime rate for hours worked.
      i. The court appearance or range training time must be a required duty(s) that is assigned and/or
         approved by a supervisor in advance.
      ii. The minimum of three hours of pay 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.
      iii. A Staff employee will only receive this compensation once for the same block of three hours
          regardless of the number of court appearances and/or range training time during that period.
      iv. When an employee receives the three hour minimum payment under paragraph a. above, only
          the actual time worked will count towards determining if overtime has been worked for the
          week.

D. Sanctions

Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and
including separation.
E. Web Address for this Policy

hr.iu.edu/policies/police/premium_pay.html