INDIANA UNIVERSITY

Policies for Police Service Staff Employees
Represented by AFSCME Police Local 683 at Bloomington, IUPUI, Northwest, South Bend, and Southeast

Temporary Work and Pay

**Effective:** February 1, 2013  
**Last Updated:** February 1, 2013

**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 department heads have the authority to assign higher level responsibilities to an employee on a temporary basis.

2. An assignment of higher-level responsibilities with temporary pay should not exceed one year.

3. It is the policy of Indiana University that when a Police Service Staff employee temporarily assumes the duties of a higher classified position, a pay adjustment for the hours worked in the higher classification may be made when the following conditions are met:
   
   a. When the work of a position, vacated for any reason is assigned and the majority of the primary duties of the position are performed by one employee.

   b. The temporary assignment is for more than 40 hours in any one pay period.

   c. And, the pay grade of such position is higher than the employee's normal position.

C. Procedures

1. If all of the above conditions are met, departments shall make temporary pay adjustments. Departments
should consult with the campus Human Resource office to determine the pay adjustment.

2. The department or campus Human Resource office must complete the appropriate HRMS eDoc to identify the temporary rate of pay and include an explanation in the Comments section.

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/temp_work_pay.html