Temporary Work and Pay

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

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. It is the policy of Indiana University that when a Service Maintenance Staff employee temporarily assumes the duties of a higher classified position, a pay adjustment for the hours worked in the higher classification shall 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.

3. Employees assigned by supervisors to train (other than orientation) an employee in a higher classification for a pay period or more shall be eligible for a temporary pay adjustment. The temporary pay adjustment must be approved in advance by the department head.
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/sm-all/salary/temp_work_pay.html

F. History

In the Spring of 2012, Indiana University administration and AFSCME Council 62 leadership worked to merge the personnel policies covering Service (SM) Staff at Bloomington, IUPUI, and South Bend into one set of policies. This is one of the 27 policies that is the product of their work. Effective July 1, 2012, it brought together the provisions that were the same on all three campuses; eliminated differences when agreement could be reached; and identified those provisions in which differences remained.