Premium Pay
HR-03-50

About This Policy

Effective Dates:
07-01-1982

Last Updated:
07-01-2021

Responsible University Administrator:
Vice President for Human Resources

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Scope

This policy applies to all non-exempt, staff (excluding PAO and PAU) and temporary employees.

Policy Statement

Indiana University recognizes that certain work related circumstances call for compensation in the form of premium pay in addition to an individual's base salary.

Reason For Policy

The purpose of this policy is to identify the circumstances, the qualifying criteria, the general guidelines for administering, and the amount of premium pay.

Procedure

Standby Pay

Non-Exempt AFSCME Police

1. Standby hours are those periods of time when staff are required to be available on call to work at a time that is outside their normal scheduled hours of work.
2. The department will determine, in consultation with campus human resources, what jobs are covered and what hours are covered for standby time and provide the information to the employees.
3. A department will establish, in consultation with the campus human resources, office standby procedures for the department that are consistent with the criteria listed below.
4. During the designated standby hours, employees who are assigned to standby status are unrestricted in movements or location.
5. Must remain accessible by phone and in a fit condition to work.
6. Must be available and respond within a reasonable time period established by the department.
7. Employees assigned to standby 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 standby pay for that shift and may be subject to corrective action.
8. An AFSCME Police covered employee who is assigned to standby status is paid an additional $2.00 per hour (using earn code OC2).
9. Standby 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, see “Call-back/Call-in Pay.”
10. Standby hours are not counted as hours worked for calculating overtime; however, the earnings are included in the calculation of the overtime (FLSA) rate.

**Non-Exempt AFSCME Service**

1. Standby hours are those periods of time when 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 standby pay. The campus will consult with IU Human Resources in determining what jobs are covered, what hours are covered, and the amount of the compensation for standby time for the campus. This information will be made available to Non-Exempt AFSCME Service employees in the affected departments and the campus human resources office.

3. Eligibility for standby pay will be determined in consultation with the department and the campus human resources office, such eligibility must meet all of the following criteria:
   a. During the designated standby hours, employees who are assigned to standby status are unrestricted in movements or location, but must remain accessible by phone.
   b. Standby employees must be in a fit condition to work. Standby employees must be available and respond within a reasonable time period established by the department.
   c. Employees assigned to standby 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 standby pay for that shift and may be subject to corrective action.

4. The following are the standby compensation methods:
   a. At Bloomington, the amount of the standby pay will be one hour’s pay for every eight hours in standby status (earn code SBY).

   b. At IUPUI,
      1. Employees assigned to Standby status are paid $2.00 (earn code OC2) per hour for the designated standby hours. If called back to work, standby pay is discontinued during the hours the employee is called back.
      2. Standby pay does not normally apply to employees in Maintenance (except Building Automation and Key Shop) within Campus Facility Services.

   c. At South Bend,
      1. Employees who are required to be on standby outside of their regular scheduled work hours for seven or more consecutive days shall receive $2.00 per hour for the designated standby period (OC2).
      2. This is in addition to any compensation that the employee is otherwise eligible for under the Call-Back provisions.
      3. There will be one standby list maintained, and employees in the Maintenance Technician – Mastery role will serve in the standby rotation.
      4. The employee in standby status is responsible for personally filling a minimum of three (3) of the weeks assigned and either personally working or finding a qualified substitute in advance for any standby rotations in excess of three (3) in a calendar year.
      5. The Facility Operations Leader may allow exceptions to the requirement that employees personally fill their assignments in the event of emergencies or vacations. Where allowed by this policy or with management approval, the supervisor shall be notified in the event of a substitute as soon as possible.

   d. For campuses that pay standby on per-hour basis, if an employee is called back in to work, standby pay is discontinued during the hours the employee is called back in.

5. Standby hours are not counted as hours worked for calculating overtime; however, the earnings are included in the calculation of the overtime (FLSA) rate.
Non-Exempt CWA

1. Standby hours are those periods of time when staff are required to be available standby to work at a time that is outside their normal scheduled hours of work.

2. Each campus will determine if it will provide standby pay. The campus will consult with IU Human Resources in determining what jobs are covered, what hours are covered, and the amount of the compensation for standby time for the campus. This information will be made available to Non-Exempt CWA employees in the affected departments.

3. In all cases during the designated standby hours, employees assigned to standby status:
   a. are unrestricted in movements and location.
   b. must remain immediately accessible by phone and in a fit condition to work.
   c. must be available and respond within a reasonable time period established by the department.
   d. Employees assigned to standby 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 standby pay for that day.

4. The following are the standby compensation methods:
   a. At Bloomington and Northwest all Non-Exempt CWA employees will receive one hour’s pay for every eight hours in standby status (earn code SBY).
   b. Standby pay is in addition to any compensation that the employee is otherwise eligible for under the Call-Back section of this policy.
   c. Standby hours are not counted as hours worked for calculating overtime; however, the earnings are included in the calculation of the overtime (FLSA) rate.

Non-Exempt Non-Union

1. Standby hours are those periods of time when staff are required to be available standby to work at a time that is outside their normal scheduled hours of work.

2. Each campus will determine if it will provide standby pay. The campus will consult with IU Human Resources in determining what jobs are covered, what hours are covered, and the amount of the compensation for standby time for the campus. This information will be made available to Non-Exempt Non-Union employees in the affected departments.

3. In all cases during the designated standby hours, employees assigned to standby status:
   a. are unrestricted in movements and location.
   b. must remain immediately accessible by phone and in a fit condition to work.
   c. must be available and respond within a reasonable time period established by the department.
   d. Employees assigned to standby 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 standby pay for that day.

4. The following are the standby compensation methods:
   a. At IUPUI all Non-Exempt Non-Union employees will receive $1.50 (earn code OC1) or $2.00 (earn code OC2) per hour for the designated standby hours.
   b. At Kokomo all Non-Exempt No-Union employees will receive $1.50 per hour (earn code OC1) for the designated standby hours.
   c. For campuses that provide standby pay on a per hour basis, the standby pay is discontinued during the hours the employee is called back in to work.
   d. For all other campuses, contact campus HR.

Call-Back (Call-In) Pay
Non-Exempt AFSCME Police

1. A Non-Exempt AFSCME Police covered employee who is called back 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, or is called in to work during a university holiday, is compensated at time and one half (1.5) for a minimum of three (3) hours (earn code CB3).

2. 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.

3. A Non-Exempt AFSCME Police employee will receive this compensation only once for the same block of time regardless of the number of trips back to work during the call-back period.

4. Travel time is included in the call-back calculations in some departments.

5. Call-back hours are not counted as hours worked for calculating overtime; however, the earnings are included in the calculation of the overtime (FLSA) rate.

Non-Exempt AFSCME Service

1. Staff may sometimes be called back to work at their regular position outside the scheduled workday requiring an additional trip to and from work or called in to work during a university holiday.

2. Staff who are called back pursuant to this policy will be compensated as follows:
   a. Non-Exempt AFSCME Service employees at Bloomington, IUPUI, and South Bend campuses:
      1. If the call-back work takes three (3) hours or less, the employee will be compensated for a minimum of three (3) hours at time and one-half (1.5) (earn code CB3).
      2. If the call-back work takes more than three (3) hours, the employee will be compensated for all hours worked at time and one-half (1.5).
   b. Travel time is included in the call-back calculations in some departments.
   c. Call-back pay is not applicable if the additional work/shift is scheduled in advance, when the employee is called in early for a scheduled shift, or is required to stay after the end of a scheduled shift.
   d. Call-back hours are not counted as hours worked for calculating overtime; however, the earnings are included in the calculation of the overtime (FLSA) rate.

Non-Exempt Non-Union Service

1. Staff may sometimes be called back to work at their regular position outside the scheduled workday requiring an additional trip to and from work or called in to work during a university holiday.

2. Staff who are called back pursuant to this policy will be compensated as follows:
   a. Non-Exempt Non-Union Service employees at East, Kokomo, Northwest, and Southeast campuses:
      1. If the call-back work takes two (2) hours or less, the employee will be compensated for a minimum of two (2) hours at time and one-half (1.5) (earn code CAL).
      2. If the call-back work take more than two (2) hours, the employee will be compensated for all hours worked at time and one-half (1.5).
   b. Travel time is included in the call-back calculations in some departments.
5. Call-back pay is not applicable if the additional work/shift is scheduled in advance, when the employee is called in early for a scheduled shift, or is required to stay after the end of a scheduled shift.

6. Call-back hours are not counted as hours worked for calculating overtime; however, the earnings are included in the calculation of the overtime (FLSA) rate.

**Non-Exempt CWA and Non-Exempt Non-Union (Non-Service)**

1. Staff may sometimes be called back to work at their regular position outside the scheduled workday requiring an additional trip to and from work or called in to work during a university holiday.

2. Staff who are called back pursuant to this policy will be compensated as follows:
   a. At all campuses, except IUPUI, if the call-back work takes two (2) hours or less, the employee will be compensated for a minimum of two (2) hours at time and one-half (1.5) (earn code CAL).
   b. At IUPUI, if the call-back work takes three (3) hours or less, the employee will be compensated for three (3) hours at time and one-half, even if the employee is called back more than once during that three (3) hour period (earn CB3).
   c. In all cases, if the call-back work takes more time than two (2) hours the employee will be compensated for all hours worked at time and one-half (1.5).

3. Staff will only receive this compensation once, regardless of the number of trips back to work within the same block of time.

4. Travel time is included in the call-back calculations in some departments.

5. Call-back pay is not applicable if the additional work/shift is scheduled in advance, when the employee is called in early for a scheduled shift, or the employee is required to stay after the end of a scheduled shift.

6. Call-back hours are not counted as hours worked for calculating overtime; however, the earnings are included in the calculation of the overtime (FLSA) rate.

**Changes in Work Schedules**

**Non-Exempt AFSCME Police, Non-Exempt CWA, and Non-Exempt Non-Union**

1. If a change in an 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 (earn codes RGN + SCB).

2. Changes in work schedule earnings are included in the calculation of the overtime (FLSA) rate.

**Non-Exempt AFSCME Service**

1. If a change in a staff 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 (earn codes RGN + SCB).

2. At Bloomington:
   a. Facility Operations craft workers, whose shifts are changed to evenings or nights for temporary assignments exceeding three work days, will receive a pay premium equal to 10 percent (10%) of their base hourly rate for the entire period of the temporary assignment (earn code SCP).
   b. When a craft worker’s work week is temporarily restructured such that the week includes Saturday and/or Sunday, the employee shall receive a ten percent (10%) payment per hour for all hours worked on the weekend.
   c. Any staff employee, who receives notice of a change in starting time less than 48 hours before the start of his or her regular shift, shall be compensated at a time and one-half rate for all hours worked outside of the regular shift (earn codes RGN + SCB).
3. Changes in work schedule earnings are included in the calculation of the overtime (FLSA) rate.

Shift Differential Pay

Non-Exempt AFSCME Police

1. At Bloomington, East, Kokomo, Northwest, and Southeast:
   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 (earn code SRC).
   c. Hours worked outside of the designated shift differential hours will be paid at the officer’s regular rate.
   d. Vacation, sick, holiday and all other forms of pay for time-off will be paid at the officer’s regular rate.
   e. Police Officers with pay rates above the published wage structure are not eligible for shift differential pay.

2. 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 (6) consecutive hours is worked during the designated shift differential period.
   b. The shift differential rate is $0.50 per hour (earn code SRC).
   c. Shift differential is not paid if the scheduled shift is less than six (6) hours.
   d. 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.
   e. An employee who is off from work 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.

3. At South Bend:
   a. The shift premium will be paid according to the following schedule:
      1. For regularly scheduled shifts that begin between 11:30 a.m. and 3:59 a.m., $0.50 per hour worked (earn code SRC).

4. Shift differential earnings are included in the calculation of the overtime (FLSA) rate.

5. Shift differential is not paid on paid-time-off benefits received when University employment ends.

Non-Exempt AFSCME Service and Non-Exempt Non-Union Service

1. IU Human Resources in consultation with the campus will determine if shift differential will be provided by a specific department, what jobs are covered, what hours are covered, and the amount of compensation for shift differential. This information will be made available to service employees in the affected departments, and AFSCME Service on Bloomington, IUPUI, and South Bend campuses.

2. If a service job at a campus is deemed eligible for shift differential pay all positions within the job at the campus will be eligible.

3. Employees in eligible positions with pay rates above the university’s published salary schedule are not eligible for shift differential pay until the employee’s pay rate is no longer above the maximum of the pay schedule.

4. The shift differential pay will be provided to service staff whose primary position is eligible for the shift differential pay and who are scheduled to work evening and night shifts.
   a. Evening and night shifts for the purposes of determining eligibility for shift differential pay is defined as shifts regularly scheduled to work six (6) or more hours between 3:00 PM and 8:00 AM.
   b. Shift differential pay will only apply to hours worked between 3:00 PM and 8:00 AM, provided a minimum of six (6) hours is worked during the timeframe.
c. Time worked outside of the designated periods for shift differential purposes will be paid at the employee’s base hourly rate.

5. The following categories of paid time off are eligible for shift differential:
   a. Adverse Weather (WTH)
   b. Adverse Working Conditions (ADW)
   c. Emergency Rest Time (ERT)
   d. Holiday (including HOL and HTK)
   e. Injury with Pay (INJ)
   f. Union Business (UNB)

6. The following paid time off categories are NOT eligible for shift differential:
   a. Vacation
   b. Sick Time
   c. Income Protection
   d. Compensatory Time

7. 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.

8. The shift differential pay shall be a fixed dollar amount of $0.50 per hour in addition to the employee’s base rate (earn code SRC).

9. Shift differential earnings are included in the calculation of the overtime (FLSA) rate.

10. Shift differential is not paid on paid-time-off benefits received when University employment ends.

**Non-Exempt CWA**

1. Each campus will determine if it will provide any shift differential. The campus will consult with campus human resources to determine what jobs are covered, what hours are covered, and the amount of the compensation for shift differential for that campus. This information will be made available to Non-Exempt CWA employees on the Bloomington and Northwest campuses.

2. For campuses that provide shift differential:
   a. Shift differential is paid for hours worked during the established timeframe, provided that a minimum of six hours is worked during that time.
   b. An employee who is off from work and charges time to accumulated vacation or income protection time benefits, will be paid shift differential if it would have been paid had the time been worked.
   c. Shift differentials are separate from the base wage for the covered positions.
   d. 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.
   e. Shift differential is not paid on paid-time-off benefits received when University employment ends.

3. Shift differentials earnings are included in the calculation of the overtime (FLSA) rate.

**Non-Exempt Non-Union (Non-Service)**

1. Each campus will determine if it will provide any shift differential. The campus will consult with campus human resources to determine what jobs are covered, what hours are covered, and the amount of the compensation for shift differential for that campus. This information will be made available to Non-Exempt Non-Union employees.

2. For campuses that provide shift differential:
   a. Shift differential is paid for hours worked during the established timeframe, provided that a minimum of six hours is worked during that time.
b. An employee who is off from work and charges time to accumulated vacation or income protection time benefits, will be paid shift differential if it would have been paid had the time been worked.

c. Shift differentials are separate from the base wage for the covered positions.

d. 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.

e. Rate and timeframe for employees in eligible positions:
   1. For IUPUI, between 3:00 p.m. to 8:00 a.m. A staff 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.
   2. For all other campuses, contact campus HR.

f. Shift differential is not paid on paid-time-off benefits received when University employment ends.

3. Shift differentials earnings are included in the calculation of the overtime (FLSA) rate.

Temporary Staff

1. Each campus will determine if it will provide any shift differential and, if so, what jobs are covered and will make that information available to Temporary employees in the affected departments and the campus human resources office. When offered, the shift differential pay shall be a fixed dollar amount of $0.50 per hour in addition to the employee’s base rate (earn code SRC). Temporary employees will be eligible for shift differential for time worked between 3:00 p.m. and 8:00 a.m. regardless of the length of time worked. 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.

2. Shift differentials earnings are included in the calculation of the overtime (FLSA) rate.

3. Shift differential is not paid on paid-time-off benefits received when University employment ends.

Weekend Premium Pay

Non-Exempt AFSCME Police

1. At Bloomington, East, Kokomo, Northwest and Southeast there is no weekend premium pay.

2. At IUPUI, time worked between 12:00 a.m. to 11:59 p.m. Sunday is paid at a rate of pay equal to one and one-quarter the employee’s hourly rate (earn codes RGN + PRM).

3. At South Bend, a premium is paid for work on a Sunday, subject to the following provisions:
   a. Weekend premiums are separate from the base wage for the covered positions.
   b. The weekend 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 weekend premium.
   c. An employee who is absent and charges time to accumulated vacation or income protection time benefits will be paid the weekend premium if it would have been paid if the time had been worked.
   d. When an employee leaves university employment, weekend premium is not paid on paid-time-off benefits.
   e. Any work schedule that includes both Saturday and Sunday as regularly scheduled workdays, a $0.50 per hour premium will be paid for all hours worked in the work schedule (earn code WKD).
   f. An employee who is regularly scheduled and works a full day on either Saturday or Sunday will be paid the $0.50 per hour premium for those hours (earn code WKD).

4. Weekend premium pay earnings are included in the calculation of the overtime (FLSA) rate.
Non-Exempt CWA and Non-Exempt Non-Union

1. For Non-Exempt CWA staff at Bloomington and Northwest, 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 calculating the overtime rate for hours worked that are covered by a Sunday premium.
   c. An employee who is off work and charges time to accumulated vacation or income protection time will be paid the Sunday premium if it would have been paid had employee worked.
   d. Sunday premium is not paid as part of any paid-time-off benefits received when University employment ends.
   e. For Non-Exempt CWA covered staff at Bloomington and Northwest, a discussion must take place with CWA prior to any changes.

2. Weekend premium pay earnings are included in the calculation of the overtime (FLSA) rate.

Non-Exempt Non-Union

1. For Non-Exempt Non-Union staff at Bloomington, East, Kokomo, Northwest, South Bend, Southeast, 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 calculating the overtime rate for hours worked that are covered by a Sunday premium.
   c. An employee who is off work and charges time to accumulated vacation or income protection time will be paid the Sunday premium if it would have been paid had employee worked.
   d. Sunday premium is not paid as part of any paid-time-off benefits received when University employment ends.

2. Campus specific eligibility:
   a. At IUPUI Sunday premium is provided for time worked between 12:00 a.m. and 12:00 midnight on Sunday at a rate of pay equal to one and one-quarter the employee’s normal hourly rate (earn codes RGN + PRM).
   b. For all other campuses, contact campus HR.

3. Weekend premium pay earnings are included in the calculation of the overtime (FLSA) rate.

Non-Exempt AFSCME Service

1. At IUPUI, time worked between 12:00 a.m. to 11:59 p.m. Sunday is paid at a rate of pay equal to one and one-quarter the employee’s hourly rate (RGN + PRM).

2. Sunday premium pay earnings are included in the calculation of the overtime (FLSA) rate.

Court Appearance & Range Training Pay

Non-Exempt AFSCME Police and Police Sergeants

1. A Non-Exempt AFSCME Police employee who is required to appear in court for IUPD business, such as depositions and student disciplinary hearings, or participate in range training will be compensated for a minimum of two (2) hours of pay at time and one-half (1.5) (earn code LER).
a. The court appearance or range training time must be a required duty(s) that is/are assigned and/or approved by a supervisor in advance.

b. The minimum of two (2) hours at time and one-half (1.5) 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.

1. The premium pay is not applicable if the court appearance or range training occurs immediately before or after an employee’s normal work shift and does not require a separate trip to and from work.

c. A staff employee will only receive this compensation once for the same block of two (2) hours at time and one-half (1.5) regardless of the number of court appearances and/or range training time during that period.

d. Sergeants receive range training pay only when completing their own training, not when providing training to others.

2. Court appearance and range training hours are not counted as hours worked for calculating overtime; however, the earnings are included in the calculation of the overtime (FLSA) rate.

Confined Space Pay

Non-Exempt AFSCME Service

1. Non-Exempt AFSCME Service employees at IUPUI and South Bend are eligible for confined space pay.

a. Appointed employees working in a permit-required confined space will be paid a premium of $1.50 per hour for time actually spent working in the confined space (earn code HAZ).

b. University administration will determine the confined spaces that meet the OSHA definition and require a permit.

c. Employees must have completed the safety training on confined spaces to be eligible for this premium.

2. Confined space pay earnings are included in the calculation of the overtime (FLSA) rate.

Emergency Rest Time at Bloomington

Non-Exempt AFSCME Service

1. Non-Exempt AFSCME Service employees at Bloomington are eligible for emergency rest time pay.

2. Emergency conditions occasionally require Non-Exempt AFSCME Service employees to work continuously beyond normal work assignments. Situations develop where workers have inadequate rest to report for their normal work hours. When these conditions occur, the following provisions apply.

a. For purposes of this policy "adequate rest" is defined as six or more hours free from work.

b. The policy shall be that all work beyond sixteen continuous hours shall be further compensated by granting one hour of time off for each hour of time worked beyond sixteen continuous hours. This time will be designated as emergency rest time (earn code ERT).

c. This emergency rest time will be in addition to the normal compensation for the hours worked.

d. Furthermore, under extreme emergency conditions in cases where employees are given less than six (6) hours off-the-clock before returning to the job, the hours of each work assignment will be combined. Emergency rest time will be earned for all hours worked in excess of sixteen (16) hours in that period. Emergency rest time will not be earned for hours off the job between work assignments.

1. Extreme emergency conditions are defined as unexpected or serious situations with campus-wide impact that require urgent, immediate action or endanger the university such as: snow, earthquake, flood, fire, tornados, riots, terrorism, and utility outages.

2. Extreme emergency conditions do not include situations such as scheduled overtime, regular call-back, standby, or any other situation not described in the paragraph above.

e. Employees shall receive up to a maximum of eight (8) hours of emergency rest time for all hours actually worked without adequate rest.
f. The employee will be required to use this time for the employee's next normal workday that emergency conditions do not make that employee's attendance necessary. An employee who has accrued the maximum of eight (8) hours of emergency rest time must receive their supervisor's approval to continue working.

g. Should the emergency cause the employee to continue to work beyond 24 hours without adequate rest of eight (8) hours off the clock, each hour after 24 hours will be paid at a rate twice the employee's regular rate of pay (earn code ETP).

3. Emergency rest time earnings are included in the calculation of the overtime (FLSA) rate.

High Pay

Non-Exempt AFSCME Service

1. Non-Exempt AFSCME Service employees are eligible for high pay.
   a. At Bloomington, the high pay will be paid as follows:
      1. When working above elevations of ten (10) feet on sloped (6 on 12) slate or tile roofs or coping suspended by rope device.
      2. When utilizing a swinging stage, bosun's seat, swinging scaffolding, or ladder jack at elevations above 15 feet.
      3. When working on scaffolding that is higher than 15 feet.
      4. When working on a step ladder above 15 feet.
      5. Facility Operations High-Voltage craft workers who must free climb to repair or relamp lighting systems at the North Fee Lane Fields, Armstrong Stadium, Memorial Stadium, and Woodlawn Field will receive a pay premium equal to 30 percent (30%) of their base hourly rate provided they are free climbing and not working from a bucket truck or other mechanical device. This premium is considered to be an incentive pay, and not hazardous duty pay (earn code HBV).
      6. Tree trimmers free climbing above 15 feet will be entitled to high pay at the rate provided for the campus below.
      7. Tuck Pointers
      8. Employees doing steeplejack work.
   b. At IUPUI, high pay will be in effect as follows:
      1. Use of bosun’s chair, swing stage, or rope chair
      2. Use of belts on outside windows
      3. Use of scaffold: one section (6 feet) or higher
      4. Use of a ladder: two sections or more or to the second floor height inside and outside
      5. High pay does not apply to any permanent structure nor does it apply to using a permanently fixed ladder to climb to a flat, guarded surface to work. It only applies to working from temporary structures or appliances 6 feet or higher.
   c. At South Bend, “Hazardous conditions” for which high pay is eligible will be in effect when any of the following work is assigned by appropriate supervisory or administrative authority within the department
      1. Scaffold work is performed at a height of two (2) or more sections;
      2. Work is performed away from any swinging stage, rope chair, or belt;
      3. Extension ladders are used to accomplish work at a height equivalent to second floor level from ground level of a building; and
   d. The high pay rate shall be 15% of the employee's hourly rate, in addition to the employee’s existing wage.

2. High pay earnings are included in the calculation of the overtime (FLSA) rate.
Campus Coverage Differential

1. IU HR in consultation with the campus and AFSCME will determine if campus coverage will be provided by a specific department and what jobs are covered. This information will be made available to Non-Exempt AFSCME Service staff in the affected departments on the IUPUI campus.

2. Employees assigned to campus coverage will receive an additional $1.25 per hour for hours worked between 3:00 p.m. Friday and 8:00 a.m. Monday, and for hours worked between 3:00 p.m. and 8:00 a.m. Monday through Thursday (earn code OC3).

3. Campus coverage differential earnings are included in the calculation of the overtime (FLSA) rate.

Definitions

Job or Role: A collection of positions whose duties and responsibilities are the same kind of work, at a similar skill set and responsibility level. The duties and responsibilities are alike enough that the positions have the same descriptive title and fundamental responsibilities and require substantially the same minimum qualifications. (In rare instances, a position with very unique duties and responsibilities may exist and may be the only position assigned to a role descriptor.) Each role has a defined job function, job family, and career level.

Position: A specific set of duties and responsibilities officially assigned to a specific employee. A position’s duties may vary slightly from the collective set of fundamental responsibilities listed in the role descriptor assigned for classification purposes. For example, a program manager is a role that houses many like positions, but two employees in program manager positions in two different departments may perform.

Sanctions

Managers, supervisors, and employees who violate this policy are subject to disciplinary action, up to and including termination.

Additional Contacts

Campus HR offices

History

July 2021
Updates made due to AFSCME Service procedures based on union discussions.

March 2021
Updates made due to Job Framework Redesign Project.

January 2021
Updates made due to Job Framework Redesign Project.

January 2019
Call-back Pay applies to situations where a Staff employee who is scheduled off on a university holiday is called into work.

July 2018
Updates made to AFSCME Service procedures based on union discussions.

April 2018
Updated the Call-Back pay under Service staff to fix an error created during the July 2017 update.

November 2017
Update unit name from Physical Plant to Facility Operations.

September 2017
Updates to the overtime (FLSA) explanation.

**July 2017**
Updates made to AFSCME Police and AFSCME Service procedures based on union discussions.

**February 2017**
Policy procedures for Service Staff updated to correct errors caused by the consolidation of policies during the HR policy project.

**December 2016**
Revised to incorporate provisions of the 2016-2019 Agreement between Indiana University and CWA Local 4730.

**February 2016:**
This policy combines the following policies:

<table>
<thead>
<tr>
<th>AFSCME Police</th>
<th>Premium Pay</th>
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</thead>
<tbody>
<tr>
<td>AFSCME Service</td>
<td>3.2 - Premium Pay</td>
</tr>
<tr>
<td>Professional Staff and Support and Service Staff not Covered by a Union</td>
<td>4.6 - Premium Pay</td>
</tr>
<tr>
<td>Temporary</td>
<td>4.3 - Premium Pay</td>
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This policy replaces parts of the following policies and guidelines:

<table>
<thead>
<tr>
<th>5.5 - Premium Pay</th>
<th>4.3 - Work Time and Record Keeping for Support and Service Staff and Professional Staff who are Eligible for Overtime</th>
<th>Pay Guidelines</th>
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<td>• C.4.</td>
<td>• Shift Pay</td>
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