

Premium Pay Form



Instructions

Please complete this form for premium pay to be paid. See below for premium pay guidelines

OCOPE Contract

8.4 *Administrative Assistants who are employed on a continuous or temporary schedule which deviates significantly, as defined herein, from the normal daytime schedule, shall be paid a premium pay in addition to their pay. For full-time employees the premium pay shall be sixteen dollars (\$16) per week; part-time employees shall receive a prorated amount.*

8.4 (a) *A regular work schedule shall be considered to deviate significantly from the normal daytime schedule if it requires:*

- 1. A split shift of two (2) or more days per week; or*
- 2. That thirty percent (30%) or more of the total weekly hours be worked after 5:00 p.m. on weekdays, and/or 12:00 noon on Saturdays, and/or any part of Sunday.*

8.4 (b) *A split shift is defined as a schedule in which two (2) or more segments of work in a day are separated by a break of more than two (2) hours.*

8.4(c) *If mutually agreed between the Employer and the Union, the split shift premium requirement may be waived to meet special circumstances. Administrative Assistants working at the request of the College for more than a five (5) day work-week shall be eligible for premium pay as specified in 8.4 above.*

Required Information

Employee Name _____ Employee T# _____
Pay Period Begin Date _____ Pay Period End Date _____
Premium to be Paid _____

Signatures

Supervisor _____
Signature *Print* *Date*

Employee _____
Signature *Print* *Date*

Once the form is received by Payroll with all necessary signatures, payroll will process the premium payment request. Form deadline is subject to the same calendar dates as approval submissions. The payroll calendar may be found on the Human Resources Payroll website.