

# PREMIUM PAYMENTS GUIDE—CIVIL SERVICE, FACULTY, P&A

	<b>Required On-Call Return</b> (Required to return to campus to work while on call)	<b>On Call</b> (Restricted to U of M premises)	<b>On Call</b> (Off Campus)	<b>Overtime</b>	<b>Emergency Callback</b>	<b>Holiday Work</b>	<b>Shift Differential</b> (60 cents/hour)
<b>Civil Service Nonexempt AND V Class Nonexempt</b> (effective Nov. 14, 2016)	Base hourly wage rate (see note 5)	Payment may be required (see note 4)	No payment when employees can engage in their own pursuits while on call	1.5 x hourly rate in cash or comp time (at 1.5 x hours worked) for all hours worked over 40 hours in week (includes V Class working part time)	1.5 x hourly rate; also guaranteed 2 hours work, pay or compensatory time. Not eligible: part-time employees and employees living on premises.	1.5 x hourly rate for hours worked plus 8 hours holiday pay or fewer hours if the employee's workday is shorter	Eligible if the employee works a regularly scheduled shift of six or more hours. Qualifying shift must begin before 6:00 a.m. or end after 7:00 p.m.
<b>Civil Service Exempt Non V Class</b>	No payment allowed	No payment allowed	No payment when employees can engage in their own pursuits while on call	1.5 x hourly rate in cash or comp time (at 1.5 x hours worked) for all hours worked over 40 hours in week (includes V Class working part time)	1.5 x hourly rate; also guaranteed 2 hours work, pay or compensatory time. Not eligible: part-time employees and employees living on premises.	1.5 x hourly rate for hours worked plus 8 hours holiday pay or fewer hours if the employee's workday is shorter	Eligible if the employee works a regularly scheduled shift of six or more hours. Qualifying shift must begin before 6:00 a.m. or end after 7:00 p.m.
<b>Civil Service Exempt V Class</b>	No payment allowed	No payment allowed	No payment allowed	No payment allowed	1.5 x hourly rate; also guaranteed 2 hours work, pay or compensatory time. Not eligible: part-time employees and employees living on premises.	1.5 x hourly rate for hours worked plus 8 hours holiday pay or fewer hours if the employee's workday is shorter	Eligible if the employee works a regularly scheduled shift of six or more hours. Qualifying shift must begin before 6:00 a.m. or end after 7:00 p.m.
<b>Faculty, P&amp;A Exempt</b>	No payment allowed	No payment allowed	No payment allowed	No payment allowed	No payment allowed	No payment allowed	No payment allowed
<b>Faculty, P&amp;A Nonexempt</b> (effective Nov. 14, 2016)	Base hourly wage (see note 5)	Payment may be required (see note 4)	No payment when employees can engage in their own pursuits while on call	1.5 x hourly rate in cash or comp time (at 1.5 x hours worked) for all hours worked over 40 hours in week	No payment allowed	No payment allowed	No payment allowed

- Notes:**
1. Seniority credit is awarded for up to 40 hours of paid time each week. Premium payments of all types do not count toward seniority.
  2. All hours paid are included in overtime calculations for employees in nonexempt or exempt non V classifications.
  3. V Class nonexempt are V Class employees whose salaries are less than the salary exemption test.
  4. On-call plans restricting nonexempt employees to U of M premises or other similar situations must be reviewed by the Office of Human Resources before implementation.
  5. Civil Service, Faculty, and P&A nonexempt staff are always paid at 1.5 times their regular hourly rate in cash or comp time for all hours over 40 in a week. The employee and supervisor agree on the payment type (compensatory time or cash) before working the additional hours.
  6. For Emergency Callback, Holiday Work, and Shift Differential columns: also see Civil Service rules