



Texas Christian University Policy

Policy Number: 5.001

Subject: Premium Pay

Effective Date: June 1, 1982

Revised: April 1, 2003

I. Purpose

It is the policy of Texas Christian University to compensate non-traditional work schedules by providing premium pay. Premium pay applies when a regular non-exempt staff member is authorized by a supervisor to work:

- when the university is closed due to bad weather, holidays or university closing
- additional hours due to being called back to work for emergencies
- more than 40 hours in a work week as required by the Fair Labor Standards Act (FLSA)
- a non-traditional shift on a regular basis, or
- assigned lead responsibilities on a regular basis

II. Definitions

- **Call Back** – Staff who have left their work location at the end of the shift and are called back to work due to an unscheduled emergency are eligible for “call back” pay.
- **Overtime** – Overtime is defined as any time worked in excess of 40 hours in any one work week. Overtime is paid in compliance with FLSA regulations. A supervisor must authorize employees to work overtime.
- **Shift Differential** – Shift differential is paid for the entire shift when 4 or more consecutive hours of the workday fall between 7:00 p.m. and 7:00 a.m. on a regularly scheduled basis. Shift differential also applies to overtime worked in addition to the regular 40-hour workweek.
- **Lead Pay** – A non-exempt employee who has been designated the lead member of a work group or team on a regularly scheduled basis is eligible for lead pay

III. Procedures

- Only one pay procedure can be used for any one situation during a standard work week.
- If more than one pay procedure applies to a work week, the procedure resulting in the maximum compensation for the employee is applied.

- If a holiday falls on a Saturday, the preceding Friday will be the day TCU considers the “holiday.” If a holiday falls on a Sunday, the following Monday will be the day TCU considers the “holiday.” Under these circumstances an employee who is required to work both the weekend day and the TCU recognized holiday will receive holiday pay for only one of the designated days.
- If Christmas Day, New Year’s Day or Independence Day falls on a Saturday and the employee has both Friday and Saturday off, the employee will receive holiday pay for Saturday only.
- If Christmas Day, New Year’s Day or Independence Day falls on a Sunday and an employee has both Sunday and Monday off, the employee will receive holiday pay for Sunday only.

IV. Administrative Responsibility

The Human Resources Department is responsible for administering and interpreting this policy.