

Under the terms of the IAPE contract with Dow Jones, all employees, regardless to eligibility for overtime, are entitled to “premium pay” when they are required to work on a scheduled day off.

Instructions for electronic filing are simple.

1. Go to DowJones.net.
2. Click on the link to HReSource.
3. Click on “my information” (upper left hand side of the page)
4. Click on “time administration”
5. Click on “enter time”
6. On the first line, fill in the hours for days you worked (overtime exempt employees list 7 hours each regularly scheduled day.)
On the next line, list the actual hours worked for your regularly scheduled days off then click on the pull-down menu to the right and select ‘premium pay.’
(The contract provides a minimum of 5 hours at time-and-a-half, regardless of the number of hours worked. Anything over 5 hours automatically jumps to 7 hours.)
7. Click “Submit.”
8. Print a copy for your records.

This is your money. It’s guaranteed by the contract. If there is any difficulty in getting paid premium pay for working on your day off, contract the IAPE office (609-275-6020.)

Q&A ON PREMIUM PAY

--Do people actually get paid for this? Yes. All the time. But you have to file.

--Can my boss make me take comp time instead? No. The contract is clear. If you work a weekend, you get paid. That said, if you prefer time off instead of pay, some managers might allow that.

DEMAND TIME AND A HALF ACCORDING TO THE CONTRACT. If you work 12 hours on your day off, you get 18 hours off, more than two work days. IAPE does not endorse swapping comp time for pay, but we’re not standing in your way.

--My boss is mean, and I'm afraid to rock the boat. What should I do? This is not a subversive activity. Managers have been told by the company’s own lawyers that premium pay has to be paid. Putting in

for premium pay is as normal as showing up for work. If you'd like, we can set up a meeting to discuss how premium pay works.

--Do I have to get my boss's permission in advance to get premium pay? No. But in the future we suggest that you remind your boss before working on your day off that you'll be filing for premium pay. That way everyone's on the same page.

--What does the contract actually say?

Here's the text: "If an Employee is assigned to work on his or her day off in any payroll week, including Employees working 3- or 4- day work weeks, or if an Employee is required to work on the day of a previously requested and approved optional holiday or "floater," pursuant to Article VIII A or B, he or she shall be paid a minimum of five (5) hours' pay at the rate of time and one-half, except that if an employee works more than five (5) hours on such a day, he/she shall be paid a minimum of seven (7) hours' pay at the rate of time and one half. This provision shall apply to both overtime exempt and non-exempt Employees. In addition, if such time worked is a previously approved floater, the Employee will be permitted to use that floater on a future day pursuant to the provisions of Article VIII A or B."

--Can I get paid for coming in on Saturday to clean my desk? No. Don't file frivolous claims. Premium pay is meant for work that can't get done during the week or work that is required in response to breaking events.

--What if I have more questions? Call the IAPE office at 609-275-6020.