

Under the terms of the IAPE contract with Dow Jones, all employees—overtime eligible or not-- are entitled to “premium pay” for working on their scheduled day off.

Instructions for electronic filing are simple.

1. Go to NewsNet and select DowJones.net.
2. Click on Tools.
3. Click on “Link2HR Self-Service HR.”
4. Click on PT/OT Time Slip in the left-hand column.
5. Click on the pay week – select the correct week.
6. Click on “View Time Slip.” Fill in the hours for weekdays you worked (7 each) and then, in the right-hand column, list the premium pay hours worked and the specific day involved. (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 dayoff, contact 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.