

Return Pay Premium Program

POLICY

The return pay premium is an extra compensation that an employee receives for hours worked during a designated return pay shift. Return pay shifts are defined as any regular bus shifts that start and end at two different locations. For instance, any shift that starts at Blacksburg Transit (BT) and ends offsite or starts offsite and ends at BT.

The purpose of the policy is to ensure that there is adequate manpower for difficult-to-fill regular bus shifts. This premium is to provide incentive to an employee for the inconvenience of starting and ending their shift in different locations.

The amount per hour and the shifts eligible for the premium are established by the Transit Director and approved by the Town of Blacksburg Deputy Town Manager and Town Manager.

Full-time and part-time employees are eligible to receive the return pay premium. The premium amount will be included in the employee's compensation rate for the purpose of computing overtime pay.

The Division Manager will be responsible for maintaining all appropriate records which identify and track schedules and hours that are eligible for the shift premiums.

OPERATIONS DIVISION PROCEDURES

Amount: The hourly amount per shift is \$2.00 for every hour or partial hour driven during a designated shift, up to a maximum of three (3) hours.

Designated Shifts: The premium applies to all return pay shifts during Full, Intermediate, and Reduced Service periods, where the employee starts their shift in one location and ends their shift at a different location.

Eligibility: All employees who work a designated return pay shift and meet the criteria of the policy (starting their shift in one location and ending their shift at a different location) will be eligible for the shift premium except for Operations Division supervisors and exempt employees. Dispatchers, schedulers, and supervisor assistants will receive the premium when driving a designated shift as long as the shift does not run concurrently with their regularly scheduled dispatch, scheduler, or supervisor assistant shift. Additionally, the premium only applies to regular bus shift work and does not apply to any shifts where the travel time is built into the route such as specials, shuttles, and tours.

At no point will any employee receive more than \$3.00 per hour in premium when combined with other premiums that may overlap on the designated shift (i.e. Shift Premium – Late Night).

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