

On-Call

PURPOSE: This policy describes the compensation benefits for all non-exempt employees who are officially required to be accessible by telephone, cell phone, or pager (beeper) within a designated period to provide necessary services.

POLICY: Certain departments may make non-exempt positions eligible for on-call compensation when the employee is required to be on-call. The employee must be accessible and available for work upon being contacted via telephone, cell phone, or pager (beeper). The employee must be available to report to work within a reasonable time after being contacted by the University, if needed. The employee must also be in a physical condition that allows him/her to resume duty.

DATE APPROVED: September 17, 2008

PRACTICES & PROCEDURES:

- I. Requests by a department to place non-exempt positions in on-call status must be approved by the Respective Vice President, the Vice President of Finance and Administration, and forwarded to Human Resources.
- II. Definitions.
 - a. On-Call. An employee is considered to be in on-call status only when assigned by the University. On-call will not be considered hours worked when employees are free to engage in activities for their own purposes, but are required to inform the employer how they can be reached or to carry a beeper or radio.
 - b. Call Back. When an employee is called back to work after completing the regular work schedule and leaving the premises, the employee shall be paid for time actually worked upon return or a minimum of two hours, whichever is greater.
- III. Eligibility to participate in the on-call program
 - a. Exempt administrative and professional employees are not eligible for on-call compensation.
 - b. The employee must be accessible at all times when on call and must immediately notify his/her supervisor if inaccessible. If inaccessible, on-call pay shall be forfeited.
 - c. An employee, who is assigned to on-call status and cannot be reached or does not report within one hour of being contacted, may face disciplinary action.
 - d. An otherwise eligible employee will not receive on-call compensation if performance of the duties is an extension of the regular workday or workweek.
 - e. Essential employees are not automatically assigned to on-call status.

- f. On-call assignments will be allocated among eligible employees on a rotating basis.

IV. Compensation for on-call employees will be paid a prearranged sum per day while on-call.

- a. The expectation of the on-call compensation is that the employee will field calls that might come in regarding potential issues within the University. Regardless of whether a call comes in or not the prorated day rate will apply.
- b. An employee may not receive on-call pay at the same time he or she is receiving sick pay since it is presumed that the employee would be unable to report to work when ill.
- c. Employees required to physically return to work while on-call will be provided a minimum of two (2) hours of compensatory time, even if the actual time worked is less. This is in addition to the on-call rate.

V. Call-back. Call-back applies to non-exempt employees only. The following guidelines apply:

- a. Eligibility –
 - i. Non-exempt employees who are required to return to work on a regularly scheduled duty day after going off duty, or are required to work on a regularly scheduled day off.
 - ii. Should an employee agree to work overtime hours, the call back compensation will not apply.
 - iii. If the employee is on-call and is required to physically return to the University, he/she shall be eligible for the two hour call back pay.
- b. Compensation –
 - i. Any employee, who meets the call-back eligibility, is credited with a minimum of two hours compensation at his/her appropriate rate.
 - ii. Should the employee exceed 40 (forty) hours in a workweek the employee will be granted time and one half for any hours over forty.

VI. Recording On-call time on your timesheet.

- a. When approved for on-call pay, the employee must note on their time sheet each day that they were on-call.
 - i. Supervisors will work with Human Resources for proper payroll codes for each department. Eg. OCM (On-call Maintenance), OCE (On-call EVS), etc.
- b. Payroll will calculate the per day rate and apply that rate to the total compensation paid to the employee.