

Campus On-Call/Call-Back Compensation Procedure	Procedure Number	6.11.2P
	Effective Date	April 17, 2015

1.0 PURPOSE

The purpose of this procedure is to explain the compensation of personnel on-call and personnel called-back after normal working hours, weekends, and holidays. Personnel that are on-call for service after normal working hours provide a special and valuable service to the campus community.

2.0 REVISION HISTORY

Adopted on: 4/17/15

3.0 PERSONS AFFECTED

- A. All non-exempt College employees are subject to the provisions of this procedure.

4.0 DEFINITIONS

- A. *On-Call* – Typically on-call duty lasts for one week, depending on the department. During the on-call duty, the person on-call must be available by phone at all times and in a mental and physical condition equivalent to that expected of College personnel during normal business hours. Depending on the severity of the situation the on-call person must respond with a sense of urgency.
- B. *On-Call Pay* – On-call pay shall be an hourly compensation for being available during the on-call period.
- C. *Call-back Differential Pay* – An employee called back to work to resolve an unscheduled emergency or problematic situations, a previously scheduled assignment during their normal two day break of their work week, such as physical plant safety inspections, or an employee working a previously scheduled event outside of their normal work hours such as a sporting event, maintenance event, or other college supported events.
- D. *Non-Exempt College Employees* – Hourly College employees that are compensated for every hour of overtime they work according to the Federal Fair Labor Standards Act (FLSA).


5.0 PROCEDURES

- A. On-Call Pay – Non-exempt Employees Only
 - 1) Working on-call is defined as a formal assignment, by schedule, to be available to respond to a call or return to work within a specified period of time.
 - 2) Permitting non-exempt employees to conduct business without requiring their physical return to work shall be considered working on-call.
 - 3) The following criteria shall qualify an employee for on-call pay:
 - a. Restrictions placed on a non-exempt employee who is on-call to handle critical situations as defined by the College.
 - b. Authorized by the College to perform work at or from their residence.

- 4) The College shall designate on-call employees by use of a pre-approved written schedule.
- 5) The College shall provide adequate means of communication to allow the employee mobility during on-call periods (e.g., cellular phones, radio, etc.)
- 6) On-call non-exempt employees conducting business without a physical return to work shall be paid for actual time worked.
 - a. Employees will be paid for every minute in which they are engaged in a work activity.
- 7) When the on-call employee is required to return to work, work time is covered by call-back differential pay.
- 8) "Current On-Call Pay Rates by Department" are outlined in Appendix A.

B. Call-Back Differential Pay

- 1) A non-exempt employee called back to work to respond to an unscheduled emergency or problematic situation during times other than normally scheduled work hours shall be paid for call-back differential pay.
- 2) The supervisor shall establish a response time and communicate it to the employee prior to use.
- 3) For overtime purposes, only actual hours worked during the call-back period shall be used to determine total work week hours.
- 4) "Current Call-Back Differential Pay Rates by Department" are outlined in Appendix A.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Bill Zink, Physical Plant Assistant Director Amy Stinson, Human Resources Assistant Director	3/17/15
Approval by President's Cabinet		3/17/15
Ratified by College Council	Chad Marley, College Council Co-chair	4/17/15
Approval by President (Signature)		4/17/15

Appendix A

1) Current On-Call Pay Rates by Department

2) Current Call-Back Differential Pay Rates by Department