ON CALL/STANDBY D015

06/01/2003

PURPOSE

To establish guidelines for reserving the services of employees for job duties as deemed necessary by the department.

DEFINITIONS

On Call/Standby  Reserving the services of University employees for work during unscheduled work hours.

POLICY

The University reserves the right to call upon its employees as deemed necessary to perform job related services outside of their normal work schedules. Any University employee whose services may be required can be placed in an on call/standby status for a reasonable period of time. The University will compensate employees for being in an on call status at times between the conclusion of their normal work period and the beginning of the next normal work period (in addition to pay for work actually performed). Persons on call must be immediately available for work, and must leave word where they can be reached at all times. It also may occur that an employee, who was not specifically placed on call, may be called at home between shifts to return to work. It is expected employees will comply, if at all possible.

PROCEDURE

When a supervisor needs to place an employee on call, the employee will be given at least one day's notice if possible. An employee officially designated to be on call will be reimbursed a flat fee or an hourly rate for being on call in addition to regular pay. This flat fee or hourly rate will be established jointly by the department and the Human Resource Office.

An employee who is called back to work during on call status or otherwise called back to work after completion of a regular scheduled work period and prior to the next scheduled work period, will be eligible for Call-Back pay and will be paid 1-1/2 times the straight time hourly rate for all hours worked. See definition of Call-Back further on this policy.

An employee with no previous notice who is required to return to work is entitled to Call-Back travel pay (see Overtime, Compensatory Time and Call Back Pay Policy D020).

CALL BACK

This applies to all nonexempt University employees called back to work between the completion of their regular scheduled work shift and the start of their next regular work shift, and who did not receive notification for overtime work before leaving the University premises.

These employees will be paid an additional hour 1-1/2 times their regular hourly rate to compensate for inconvenience and expense of additional travel to and from work and will be paid at the overtime rate of 1 1/2 times their regular rate for all hours worked during the Call-Back period regardless if they have worked over 40 hours during the work week.