

**POLICY**

On Call

EFFECTIVE

January 31, 2021

PURPOSE

This policy establishes uniform pay practices with regards to employees who are required to be “on-call.” The policy also provides guidelines for the assignment of on-call responsibilities and guaranteed hours of work upon being called into work while on-call.

SCOPE

This policy applies to all non-exempt (hourly) employees. This policy does not apply to residents, physicians, and employees covered by a Collective Bargaining Agreement (CBA). Collective Bargaining Agreements may contain provisions that either supersede or are supplemental to the provisions of this policy. Supervisors and employees covered by a CBA should refer to the provisions of the applicable agreement.

RESPONSIBILITY

It is the responsibility of the supervisor to verify hours an employee is placed on-call, and to authorize payment of on-call and call-in guarantee on the time record. Employees are responsible for properly recording time worked at the designated time clocks.

DEFINITION

Due to the nature and business operation of the organization, an employee may be required to be on-call and report to work outside of his/her assigned work schedule. An employee is in on-call status when he/she is not on the premises and on his/her own time but is required to be available.

Eligible employees will be paid an hourly rate of \$3.50 per hour for all on-call hours.

PROCEDURE**A. Assignment of On-Call Duty**

Department leadership will determine if on-call assignments are required and assign employees of on-call duty among all eligible employees. Employees on-call must be available to by telephone or other electronic paging device. If called, employees must report or respond promptly as defined by departmental guidelines. Employees who are on Paid Time Off may receive on-call pay.



B. Integration with Other Premium Pay

Employees who must report to work from on-call status are eligible to receive any applicable overtime, evening, night and weekend differential consistent with the policy. Refer to HR Policies, Overtime Compensation and Shift Differential.

C. Call In Guarantee

On-call pay will cease as soon as the employee clocks in and throughout the time the employee works. An employee on-call who cannot be reached or who does not report to work promptly will not be paid for on-call duty and may be subject to corrective action, up to and including termination of employment.

When a non-exempt employee on-call is called in to work, he/she will be guaranteed a minimum of four (4) hours pay at his/her base hourly rate provided the employee is not called immediately before or after working a regular or extended shift. No additional time will be paid if called in more than once in the same four (4) hour period.

D. Required to be on the Premises

When a non-exempt employee is required to stay on premises but is not engaged in work activity, the organization will pay the employee minimum wage pay for all such hours.

E. Other

The procedure outlined in this policy is applicable to any approved on-call pay programs.