

VII-4.62-POLICY ON ON-CALL AND CALL-BACK FOR NON-EXEMPT EMPLOYEES

I. PURPOSE

To establish implementation procedures for BOR VII - 4.62 - Policy on On-Call and Call-Back for Classified Employees.

II. ON-CALL

A. APPLICABILITY

1. All regular non-exempt employees who are required to be available to report to work outside the normally scheduled hours for emergencies or other unusual circumstances are considered to be in an on-call status and should receive compensation.

B. GUIDELINES AND STANDARDS

1. The Department heads or supervisors may designate eligible employees as on-call. Employees assigned to be on-call are to be accessible if it is necessary for them to return to work. If during the on-call period the employee cannot be accessible due to unforeseen circumstances, the employee must notify his/her supervisor immediately. The supervisor or designee is authorized to call an employee into work when they are on an on-call status. The employee should be given advance notification of being placed in on-call status. Employees should not be in an on-call status for more than seven (7) consecutive days.
2. The supervisor may take disciplinary action against an employee assigned to on-call status:
 - a. who cannot be reached; or
 - b. does not report to work within two (2) hours of being called.
3. Employee shall be removed from on-call status for that day for pay purposes unless the individual had previously responded during that day.
4. Employees shall be notified in advance of their assignment to on-call status. Essential employees are not automatically assigned to on-call status.
5. An otherwise eligible employee will not receive on-call compensation if the performance of the duties is an extension of the employee's regular work day or work week.

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C. COMPENSATION

Questions regarding on-call rates should be directed to the Office of Human Resources.

III. CALL-BACK

A. APPLICABILITY

Regular non-exempt employees who are required to return to work on a regularly scheduled on-duty day after going off-duty, or are required to work on a regularly scheduled off-duty day are eligible for call-back compensation.

B. GUIDELINES AND STANDARDS

1. The employee's supervisor or designee may call an employee back to work. Call-back hours should be reported on the employee's timesheet as hours worked.
2. Employee called back shall be credited with a minimum of two hours additional work time even if the time spent on duty is less than two hours. This circumstance does not apply to the employee who may be working overtime as a continuation of the employee's normal hourly schedule.
3. Normally, travel between home and work is not work time. However, where employees have gone home after completing a day's work or are on scheduled off duty days and subsequently are required to return to the normal place of work or any other location in order to perform a necessary task, travel time is included as work time. Additionally, such hours spent in travel shall be considered as hours worked and count toward the accumulation of overtime hours. Travel time counts toward the two-hour minimum call-back time.
4. An employee who is called back during a qualifying shift will receive a pro-rata shift differential according to the policy entitled, "Shift Differential."

C. COMPENSATION

Questions regarding recording call-back time should be directed to the Office of Human Resources.

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IV. EXCEPTIONS

None.

For additional reference and guidance, refer to BOR Policy VII - 4.62 - Policy on On-Call and Call-Back for Classified Employees (Approved by the Board of Regents, June 19, 1991).