ON-CALL/EMERGENCY CALLBACK FACILITIES
COMPENSATION PROCEDURE

Related Board of Trustees Policy: BP 2.7
Approval: April 2015
Revision: 5.5.15

This procedure will provide guidance on how designated non-exempt employees, who are required to serve on an On-Call/Emergency Call back basis due to the nature of their specific job, will be compensated. Primary employees covered by this procedure are non-exempt employees in the area of Facilities.

Definitions

- Non-working hours are hours other than when the employee is normally expected to be on duty.
- Non-work days are days that the employee is not normally scheduled to be on campus, typically weekends and holidays.
- Emergency call back is when an employee is called back to work after completing the regular work schedule and leaving the premises.
- An otherwise eligible employee will not receive on-call compensation if performance of the duties is an extension of the regular workday or workweek.
- On Call status is when the employee serves on a rotational basis for one week (Monday-Sunday).

Employee Requirements

- While in “On Call” status, the employee must carry a college provided cell phone at all times while on duty.
- Employee must remain in close proximity to the campus so that he/she will be able to arrive within 2 hours after being called to campus.
- If unforeseen reasons prohibit an employee from being on call, they must notify their supervisor immediately and make arrangements to have another employee cover the shift.
- The employee should only return to campus in true emergencies, which is defined as an event where property damage will occur if the situation is not promptly resolved; or if a situation occurs that may significantly disrupt the College’s ability to meet its mission the following day if prompt action is not taken.

College Requirements

- A flat rate of $125.00 shall be paid each week an employee is on call.
- Each unrelated instance, a flat rate of $50 shall be paid to an employee who responds to an emergency after hours or on non-work days by telephone or by remote computer access. The employee will not be given compensatory time in this situation.
- If required to return to campus for an Emergency Call Back, the employee will be given compensatory time off for a minimum of 2 hours at a rate of 1.5 times per hour whichever is higher.
- Compensable time will include travel to the College.
- The supervisor will be responsible for assigning rotational shifts.
- 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.
**Recording On-call time on timesheet.**

- When approved for on-call pay, the employee must note on their time sheet each day that they were on-call.
  - Employees will use the On Call designation in TimeClock Plus. Any questions should be directed to the Payroll & Benefits Specialist.