

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 nonexempt 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.