



On-Call Pay #1710.215

INITIAL EFFECTIVE DATE: July, 2005	LAST REVISION DATE: August 6, 2025	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Compensation Administration
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POLICY STATEMENT

This policy is for non-exempt staff employees who are entitled to on-call pay. On-call" assignment shall be defined as any time when an employee is instructed in writing by management to remain available to work during an off-duty period. An employee who is so instructed shall be required to leave work where the employee may be reached by telephone or by other electronic signal device to be available to return to a work location on short notice to perform assigned duties. To receive on-call pay, an employee must be instructed in writing to be available for work outside their regular work schedule, be at a fixed location, and be ready to be back at the workstation when needed.

SCOPE

This policy applies to non-exempt employees.

REASON FOR POLICY

To compensate non-exempt employees who maintain their availability during off-duty hours to come back to work to perform emergency and/or necessary work assignments based on operational needs.

DEFINITIONS	
TERM	DEFINITIONS
Employee	A person employed for wages or salary.
On Call	Any time when an employee is instructed in writing by management to remain available to work during an off-duty period.



ROLES AND RESPONSIBILITIES

The units ensure that employee(s) report on a daily basis the number of hours that the employee(s) are On-Call. Compensation Administration ensures the position description is updated accordingly.

RELATED RESOURCES

[Call Back Pay Policy #1710.05](#)

CONTACTS

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HISTORY

Initial Effective Date: July 2005

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): July 25, 2024; May 7, 2025, August 6, 2025.



On-Call Pay Policy #1710.215a

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PROCEDURE STATEMENT
<p>The On-Call Pay shall be applied as follows:</p> <ol style="list-style-type: none"> 1. In order to receive on-call pay, an employee must be instructed in writing by management to be available for work outside the regular work schedule. 2. The employee must be at a fixed location and be available to return to the work location on short notice to perform the duties. 3. The unit must work with Compensation to ensure that the employee’s position description to reflect the On-Call requirement. 4. On a daily basis, the employee must report the number of hours that they are On-Call. 5. On-Call employee(s) will be compensated by payment of \$3.00 per hour for each whole hour that the employee is required to be on-call. 6. Carrying an electronic signaling device during off-regular work hours does not automatically qualify an employee to receive on-call pay. 7. Once an employee is required to report to work while on On-Call status, the Call-Back Pay Policy #1710.05 will be activated. 8. On-Call pay is not compensable for purposes of computing overtime.