



*University Staff/American Federation of State, County
and Municipal Employees AFL-CIO (AFSCME)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
ON-CALL PAY (AFSCME)	June 2, 2017	1725.200

POLICY STATEMENT (R*)

“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 in order to be available to return to a work location on short notice to perform assigned duties.

Exempt employees will not be eligible to receive on call pay.

In an emergency or other unforeseen circumstances, a university may verbally instruct an employee to be on-call for a period of not more than twenty-four (24) consecutive hours. The employee shall not be eligible for on-call payments more than the period for which verbal instructions are appropriate.

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 work station when needed.

When approved as provided herein, an employee who is required to be on-call shall be compensated by payment of a fee in an amount of three dollars (\$3.00) per hour for each hour such employee is required to be on-call.

Carrying an electronic signaling device during off-regular work hours does not automatically qualify an employee to receive on-call pay.

On-call pay is not compensable for purposes of computing overtime.

If an on-call period is less than one (1) hour, the employee shall be paid for one hour.

REASON FOR POLICY (O*)

To provide compensation to 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.

HISTORY (R*)

Adopted: September 22, 2006; Readopted: November 14, 2008; August 19, 2013; June 2, 2017.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Compensation Administration
Division of Human Resources
11200 S.W. Eighth Street, PC 226
Miami, Florida 33199
Telephone: (305) 348-2181

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