On-Call Pay #1710.215

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.

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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

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<th>TERM</th>
<th>DEFINITIONS</th>
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<td>Employee</td>
<td>A person employed for wages or salary.</td>
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ROLES AND RESPONSIBILITIES

The units ensure that employee(s) report on a daily basis the amount 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

Division of Human Resources
Compensation Administration
Florida International University
11200 S.W. Eighth Street - PC 224
Miami, Florida 33199
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HISTORY

Initial Effective Date: July 2005
Review Dates (review performed, no updates): N/A
Revision Dates (updates made to document): May 22, 2024
On-Call Pay Policy #1710.215

INITIAL EFFECTIVE DATE: July 2005

LAST REVISION DATE: May 22, 2024

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
Compensation Administration
Division of Human Resources

PROCEDURE STATEMENT

The On-Call Pay shall be applied as follows:

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 updates the employee’s position description to reflect the On-Call requirement.

4. On a daily basis, the employee must report the amount of hours that they are On-Call.

5. On-Call employee(s) will be compensated by payment of $1.00 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. On-call pay is not compensable for purposes of computing overtime.