



**On-Call Pay #1710.215**

<b>INITIAL EFFECTIVE DATE:</b>  July, 2005	<b>LAST REVISION DATE:</b>  May 22, 2024	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>  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.

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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.

<b>DEFINITIONS</b>	
<b>TERM</b>	<b>DEFINITIONS</b>
Employee	A person employed for wages or salary.



### 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

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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



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<b>PROCEDURE STATEMENT</b>
<p>The On-Call Pay shall be applied as follows:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. The unit updates the employee’s position description to reflect the On-Call requirement.</li> <li>4. On a daily basis, the employee must report the amount of hours that they are On-Call.</li> <li>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.</li> <li>6. Carrying an electronic signaling device during off-regular work hours does not automatically qualify an employee to receive on-call pay.</li> <li>7. On-call pay is not compensable for purposes of computing overtime.</li> </ol>