Section 3	Human Resources Policies	04/15/96 -Originated
Subject 3.4	Compensation	09/07/12 -Reviewed w/changes -Reviewed w/o changes
Policy 3.4.4	**Pay for On-Call Classified Employees**	10/03/12 -Effective Human Resources - Author

Pay for On-Call Employees

Definitions

On-call period – the hours that on-call employees are required to be accessible to return to work or resolve issues from a remote location. Employee must be in a department and position designated as on-call eligible. Employee must be accessible by telephone, page or other electronic device during the on-call period.

Policy

To ensure adequate coverage, UTMB pays on-call compensation to exempt and non-exempt classified employees in specific departments and job titles that have been designated as authorized on-call positions. These employees must be available to respond from a remote location or by returning to the worksite when needed by the department.

Guidelines

Employee must be able to respond to service needs or to be able to address the necessary work from home within a defined period of time as predetermined by the department.

While on-call, an employee is paid a hourly on-call rate. On-call payment will be based on the established institutional weekday or weekend/holiday rates.

As soon as an employee reports to work, or begins work from home, he/she will go "on the clock" at his/her regular rate of pay.

Applicable overtime or compensatory time guidelines apply if the weekly total number of hours worked exceeds 40 hours.

Procedures

Employees called to work during a scheduled on-call period will be paid for at least 2 hours of work, though the actual time worked may be less. The 2 hours will be recorded as 2 hours on the time sheet.

If the actual time worked is greater than 2 hours the time worked will be recorded as regular time on the timesheet and on-call pay will end.

If after working, the employee is still within the on-call period, he/she will be paid on-call rates for the duration of the on-call period.

Establishing a Position as On-Call Eligible

For a position to be on-call eligible, a department must obtain written approval from the area VP or their designee and the HR Department Consultant. On-call pay is only authorized based on market needs.

Implementation of on-call payments must be administratively coordinated with the HR department and Finance/Payroll Services.