

Institutional Handbook of Operating Procedures
Policy 03.04.04

Section: Human Resource Policies	Responsible Vice President: EVP and Chief Business and Finance Officer
Subject: Compensation	Responsible Entity: Human Resources

I. Title

Pay for On-Call Employees

II. 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.

The University of Texas Medical Branch, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information, or veteran status.

III. 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 an 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.

IV. 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. Regardless of the number of times the employee is called during the scheduled on-call period, a total of 2 hours worked will be recorded if the total of the actual time worked is less than or equal to 2 hours.

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.

V. Establishing a Position as On-Call Eligible

For a position to be on-call eligible, a department must obtain written approval from the area Vice

President or designee and the Human Resources (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.

VI. Related UTMB Policies and Procedures

[IHOP - 03.04.05 - Overtime](#)

[IHOP - 03.04.03 - State Compensatory Time](#)

VII. Dates Approved or Amended

<i>Originated: 04/15/1996</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
10/03/2012	03/19/2018

VIII. Contact Information

Human Resources – Employee Relations
(409) 772-8696