

USM Bylaws, Policies and Procedures of the Board of Regents

VII - 4.62 - POLICY ON ON-CALL AND CALL-BACK FOR NONEXEMPT STAFF EMPLOYEES

(Approved by the Board of Regents on June 19, 1991; Amended October 9, 2015)

I. PURPOSE AND DEFINITIONS

- A. On-Call - Nonexempt Staff employees are considered to be in ~~on-call~~ status and shall receive additional compensation when required to be available to report to work outside the normally scheduled hours for emergencies or other unusual circumstances.
- B. Call-Back - Nonexempt Staff employees are considered to be in ~~callback~~ status and shall receive additional compensation when required to return to work after regularly scheduled hours or asked to report to work on ~~an~~ ~~off~~ day for emergencies or other unusual circumstances.
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r immediately. The employee shall

USM Bylaws, Policies and Procedures of the Board of Regents

be removed from on-call status for that day for pay purposes unless the individual had previously responded during that same day.

- b. An employee who is assigned to on-call status and cannot be reached or does not report within two hours of being contacted may be subject to disciplinary action and shall be removed from on-call status for that day for pay purposes unless the individual had previously responded during that same day.
- c. In instances where designated on-call employees cannot be reached or are unable to respond, the supervising authority may obtain a qualified substitute from any available source.

2. Designated employees shall normally be assigned to on-call status for a period of not more than seven consecutive days (including holidays). On-call status may extend to the maximum of 24 hours for each day, as determined by each department manager.

3. Employees shall be notified in advance of their assignment to on-call status.

4. Essential employees are not automatically assigned to on-call status.

5. On-call status assignments will be allocated by each department manager on a rotating basis among those employees eligible for such assignments.

6. Compensation for On-Call Duty

- a. Employees shall receive on-call pay according to the rates established by the Chancellor or designee for each day that they are assigned to on-call status. On-call rates are published for the general information of all employees. If an employee is assigned to on-call status and is called to work, the employee will be paid according to the on-call rate in addition to any pay due for hours worked. On-call pay shall be included in the base pay for purposes of computation of overtime pay.
- b. An otherwise eligible employee will not receive on-call compensation if the performance of the duties is an extension of the employee's regular work day or work week.

B. Call-Back Duty

