

SECTION 801.17

On-Call Pay/Call Back In Pay

1. On - Call Pay

If a non-exempt employee must carry a beeper and/ pager and restrict their after work activities in order to respond to emergency situations, then a minimum payment may be required.

Unexpected emergencies and crises are an everyday reality for many university operations, which means some staff members must be available during off-duty hours to ensure a quick response.

During off -duty hours, a nonexempt employee who is required to carry a beeper/pager to respond to emergency signals or calls is considered on-call. These employees may be compensated accordingly. On-call pay for the period an employee is required to be on-call during their regular work week is \$2 per hour (up to a maximum of 8 hours per day, 16 hours for weekend/holiday days).

The department director will decide which employee(s) will be assigned to on-call status. These decisions shall be made fairly and equitably using work and skill related factors.

An employee who is on-call must meet the following criteria in order to receive compensation:

- a. Thoroughly check the working status of the beeper/pager before on-call status begins and maintain it in operational mode at all times
- b. Stay within the beeper's area of coverage
- c. When notified by beeper, must call the number within five minutes
- d. Arrive in the work unit within 30 minutes or less after receiving the call
- e. Arrive in "fit condition"

Failure to meet these criteria will result in disciplinary action.

Department directors should provide a letter of explanation with the designated employee's name and title to Human Resources & Employee Development.

Exempt employees are not eligible for on -call pay.

2. Call Back In Pay

- a. **Policy:** When an employee is "called back in" to perform work beyond the employee's scheduled hours of work for that day, a minimum payment may be required.
- b. **Procedure:** Non-exempt employees who are called back into work will be credited with a minimum of three hours (effective 7/27/09) or the actual time worked.

Once called back into work, the on-call pay ceases. Call back in pay applies regardless of whether the employee has been placed on-call but has been notified by some other method to return to work.

Exempt employees and academic personnel, are not eligible for call back in pay but supervisors are encouraged to adjust exempt employees' workweek to compensate for the call back hours should the total hours worked in a workweek in conjunction with a call back exceed 40.

Employee's returning to work shall receive a minimum of 3 hours compensation off or additional pay at the straight time rate of pay for each occasion of callback. Refer to USG policy for additional information.

3. Shift Differential (effective 7/1/08)

Non-exempt employees who are scheduled to work evenings , nights and weekends each pay period may be eligible to receive additional compensation to their base pay in the form of an hourly, evening, night and weekend differential. Beginning and end times for these differentials shifts are determined by individual departments in consultation with the Classification and Compensation analyses and Valdosta State University practice.

Differential rates are determined by an employee's classification. The Classification and Compensation Analyst assigns the appropriate differential level to a job classification based on job family, relative pay grade and competitive market level. Differential rates may be revised periodically by Human Resources and Employee Development.

Employees who typically work day shift and fill in for employees who typically work evenings, nights or weekends may receive the appropriate differential while they

temporarily work these shifts. Employees who typically work evenings, nights or weekends and fill in for employees who typically work day shift will continue to receive the appropriate differential while they temporarily work the day shift.

Shift differential will be paid for the following types of excused leave for employees regularly assigned to evening, night or weekend shifts: annual, sick, holiday, jury duty, etc.

Departments who are considering paying shift differential must develop a written plan that includes the job/positions eligible, the designated shift times and the potential cost associated with the plan and review it with the Classification and Compensation Analyst.