



AUBURN UNIVERSITY

HUMAN RESOURCES

On-Call Procedures

Corresponding Policy Title: On-Call Policy**Effective:** TBD**Procedure Owner:** Human Resources**Last Updated:** October 2017**Related Policies:** Call-Back Policy**Responsible University Department:**
Human Resources**Forms:** Employee On-Call Agreement**Procedure Contact:**
Senior Director, Talent Management

I. Procedure Statement

To maintain effective and continuous business operations, Auburn University shall provide additional compensation to designated nonexempt employees or positions that have been authorized to serve in an on-call status to remain work-ready. This policy is established and applied in compliance with all applicable federal and state laws, rules, regulations, and University policies.

A nonexempt employee shall be considered for on-call pay when the employee is required to maintain work-readiness during regular unscheduled hours in anticipation of being asked to return to the worksite. Upon returning to the worksite, employees must be unimpaired, fit for duty, and able to safely perform all essential functions of their job with no risk to themselves, co-workers, students, public, or property.

II. Procedures

- A. Notification:** Employees are required to provide current contact information to their supervisor indicating how the employee can be reached while serving in an on-call status. An on-call schedule will be provided to each employee serving in an on-call status of a scheduled on-call period or rotation. This notification must provide sufficient notice to the employee so that he/she can make any necessary personal arrangements in order to be work-ready if called upon.

All employees assigned to serve in an on-call capacity will be required to sign an on-call agreement at the initial point of authorization. This agreement should be signed by the Department Head and kept in the employees' files maintained by Central Human Resources.

Each department is responsible for maintaining a current listing of employees or positions authorized to serve on-call and regularly communicate changes to this list to the timekeeper(s) and/or other appropriate personnel.

- B. On-Call Requirements:** If an employee serving in an on-call status becomes ill or is otherwise not able to continue to serve in such capacity, it is the employee's responsibility to immediately notify their supervisor or designee so that additional coverage may be identified.

If an employee serving in an on-call status does not return to the worksite upon being called in, the employee may not receive on-call pay for the period of on-call served unless approved by the supervisor.

Employees are prohibited from serving in an on-call status during scheduled hours of work. In addition, employees are prohibited from serving in an on-call status for more than one department at any given time including serving in an on-call status for a secondary job on campus.

- C. On-Call Response Time:** Employees serving in an on-call status that are asked to return to the worksite must return within forty-five (45) minutes unless an employee's physical address is greater than forty-five (45) minutes from the worksite and approved by supervisor. Upon receiving notification from their supervisor via a voicemail or text message, an employee serving in an on-call status must respond to the appropriate personnel within ten (10) minutes of receiving the notification to confirm his/her availability to return.

- D. On-Call Pay:** Employees serving in an on-call status will be paid \$1.00 (one dollar) per hour for each hour the employee is required to serve on-call. This includes serving on-call during weekends and holidays.

Employees called to return to the worksite while serving in an on-call status will also be subject to the Call Back Policy. During the call-back period, an employee will receive both on-call pay and call back pay.

In compliance with the Fair Labor Standards Act, hours served in an on-call status are not considered “worked hours” and shall not be considered for the purposes of determining overtime compensation.

- E. Timekeeping:** Supervisors are responsible for assisting timekeepers with the proper administration of on-call pay. The appropriate earn code for the on-call premium is ‘ONC’.

<Insert Additional Timekeeping Procedures>

III. Definitions

Exempt Employee: One who serves in a position having duties, responsibilities and a salary level which meet the FLSA criteria for exemption as either an executive, professional, or an administrative employee. Such employees are not subject to working time reports or overtime pay.

Nonexempt Employee: One who serves in a position having duties, responsibilities, and a salary level which do not meet the criteria for exemption under the FLSA and is not agriculture exempt. Employees in this category are subject to working time records and overtime payments (either cash or compensatory time off) at premium rates (one and one-half time).

On-call Period: The period that nonexempt employees are required to maintain work-readiness in order to return to the worksite if called upon. An on-call period is a designated period determined by the department/unit head in consultation with Human Resources. Such periods may vary in beginning and ending times from department to department, and are subject to change as warranted by service needs.

On-call Status: The scheduled state of availability for a nonexempt employee to return to duty, work-ready, within a specified period of time.

Full-time Employee: An employee whose normally scheduled workweek is 40 hours or more.

Part-time Employee: An employee whose normally scheduled workweek averages less than 40 hours.

Student Employee: An employee who serves in a position and who is enrolled in one or more semester hours at Auburn University or who is not enrolled in the current semester but was enrolled the previous semester and the following semester. A student employee may work up to 20 hours per week.

Temporary Employee: An employee who is scheduled to work less than 20 hours per week on a continuing basis or who is scheduled to work 20 hours per week or more but for a period of less than 11 months. Temporary employees are employed on a day-to-day basis, paid biweekly, and are not eligible for the employee benefit package accorded regular employees.

University Staff Employee: A nonexempt employee who is paid on a biweekly basis.

Work-ready: The state of being unimpaired, fit for duty, and able to safely perform all essential functions of a job with no risk to the employee, co-workers, students, public, or property.

IV. Sanctions

Violations of this policy should be promptly reported to the employee's supervisor and will be addressed through appropriate disciplinary action.

V. Forms

<Insert link to Employee On-Call Agreement>

VI. Related Information

Call Back Policy

VII. History

N/A

VIII. Frequently Asked Questions

<Taskforce: Please recommend FAQs that are relevant to your employees and operational needs.>