

University Policy Adoption, Revision, or Withdrawal Form

☒ Policy Adoption

☐ Policy Revision

☐ Policy Withdrawal
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On-Call Policy

Responsible Office:

Human Resources

I. POLICY 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. POLICY PRINCIPLES

Eligibility: Job classes and/or individual positions having a need to serve in an on-call status must meet one or more of the following criteria:

- a. to avoid significant service disruption,
- b. to avoid placing employees, students, clients, or the public in unsafe situations,
- c. to protect and/or provide emergency services to property or equipment, or
- d. to respond to emergencies.

III. EFFECTIVE DATE

This policy shall become effective **<TBD>**.

IV. APPLICABILITY

This policy applies to all part-time and full-time nonexempt University Staff, Temporary Employment, and Student employees who are working in a position that requires their availability to be called back to work in response to emergencies or work that is deemed essential, and that is related to their official duties and responsibilities.

V. POLICY MANAGEMENT

Responsible Office: Human Resources

Responsible Officer: Associate Vice President, Human Resources

Responsible Director: Senior Director, Talent Management

VI. 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.

VII. POLICY PROCEDURES

<Insert link to procedures document>

VIII. SANCTIONS

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

IX. EXCLUSIONS

The On-Call Policy does not apply to exempt employees and work-study students.

X. INTERPRETATION

The authority to interpret this policy rests with the Associate Vice President, Human Resources.