

SAP 31.01.01.T0.03 On Call Responsibility and Pay



Approved: September 1, 1997
Revised: July 25, 2016
Next Scheduled Review: August 25, 2021

Procedure Statement

Tarleton State University (Tarleton) will provide appropriate compensation, within the parameters set by a specific campus department or division, to those staff members who are assigned certain "on call" functions, in support of one or more campus operations, that are deemed essential to the functioning of Tarleton.

Reason for Procedure

This Standard Authorized Procedure (SAP) establishes the standard process for Tarleton for the "on call" responsibility and pay.

Procedures and Responsibilities

1. It is recognized that certain campus operations and services extend beyond standard working hours to, in some cases, a twenty-four-hour, seven-day-per week schedule.
2. While regular staffing is not normally required during such non-standard hours, the operation or service itself is considered to be continuous; interruptions in operations or services may pose critical problems for individuals on the campus premises, for buildings or equipment, for an operating system itself, or, more broadly, for overall campus safety and security.
3. To anticipate such interruptions and be able to respond to them in a timely manner, certain employees shall be delegated "on call" responsibility as part of the essential functions of their position.
4. Depending upon the operational or service area requiring this "on call" responsibility, one or more of the following may apply:
 - a. employees assigned to be "on call" will rotate this responsibility, on a schedule agreed upon with the immediate supervisor and the department head, with one or

more other employees of the same department;

- b. employees assigned to be "on call" shall be provided all necessary tools and equipment, or be ensured access to same, to be able to address and resolve operational and service problems if called;
 - c. employees assigned to be "on call" shall be available to respond if contacted concerning problems that may arise-such contacts typically coming by way of a pager, a regular telephone call, or a radio call-and responses should be made as soon as possible to a telephone or radio contact, or within fifteen (15) minutes of receiving a page, in order to ascertain what action is necessary (including coming to the campus in person);
 - d. procedures and contacts for back-up assistance, including individuals outside Tarleton, shall be in place and clearly understood to ensure that problems encountered will be remedied as quickly as possible.
5. Compensation for key employees assigned "on call" responsibility for University-wide operations will be according to the following guidelines:
- a. employees who are classified as "exempt," under terms of the Fair Labor Standards Act (FLSA), will not receive compensation for any "on call" responsibility unless they are actually called in to work on an official University holiday; if called in on an official University holiday, they will receive straight-time, hour-for-hour, compensatory time for hours actually worked, such records to be maintained internally, within the employing department only;
 - b. non-exempt employees may be paid a flat rate of \$70/week for being "on call," whether they are actually called in or not during the assigned "on call" period;
 - c. in addition to the \$70 flat rate for being "on call," if a non-exempt employee is actually called in to work, he or she will receive payment for the hours worked, or receive compensatory time (in lieu of payment);
 - d. payment for hours worked, or compensatory time credit in lieu of payment, will be made:
 - 1) on a time-and-one-half basis, if the total hours worked that week, including the time worked when actually called in, exceeds forty (40) hours;
 - 2) on a time and one half basis, if an employee is called in to work on an official holiday, or during a holiday weekend, whether the total hours worked that week exceeds forty (40) or not;
 - 3) on a straight-time, hour for hour basis, if an employee is called in to work

on a day other than a holiday (or holiday weekend), and the total hours worked does not exceed forty (40) hours for the week;

Note: Vacation, sick leave and holidays are not considered hours worked, and therefore, do not count toward overtime.

6. Approval to establish "on call" pay arrangements must be obtained from the appropriate divisional vice president and renewed each fiscal year. Requests should include the employee's name and UIN, his or her University job title and title code, and the expected duration of the proposed "on call" arrangement (if appropriate).
7. The Department of Employee Services may periodically review the "flat rate" amount specified in the Rule to ensure internal equity and market competitiveness.

Contact Office

Employee Services
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