

Applies to: All Employees in Plant Operations

POLICY

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Plant Operations is delegated the authority and responsibility for policies and procedures related to on-call pay. These guidelines will apply to all Plant Operations employees while performing work for the University. Plant Operations is a professional service organization that supports all aspects of university operations.

PURPOSE

To provide policies and procedures which will ensure that all the university is compliant in regard to payment of state employees for work performed and in conjunction with State Regulations and existing university policies regarding compensation.

DEFINITIONS

- A. Call-Out Pay – Pay for reporting to work outside normal shift on an emergency basis.
- B. On-call Pay – Pay for being available to work if needed outside of an employee's regular shift.

POLICY GUIDELINES

- I. Plant Operations pays call-out pay.
 - A. An employee will be paid the minimum of four (4) hours or actual hours worked if it exceeds four (4) hours. This applies if the employee is called into work outside his/her regular assigned work schedule.
 - B. For the purposes of overtime calculation, the four (4) hours will be categorized as actual hours worked. For purposes of TRAM input, the employee will punch the actual time worked and his/her supervisor will input additional time to total four (4) hours. The additional time will be on a separate pay line and designated as Call-Out Pay.
- II. Plant Operations does not pay on call pay.