

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
ON-CALL AND CALL-BACK FOR NON-EXEMPT EMPLOYEES
INTERIM

Number	06.02.13
Division	Finance and Administration - Human Resources
Date	November 23, 2016
Purpose	To establish procedures that apply when a nonexempt employee is in an on-call status or when an employee is called back to work after regularly scheduled hours.
Policy	<p>On-Call: A nonexempt employee is considered to be in an on-call status when the employee is required to be available to report to work outside the normally scheduled work hours. An employee may be required to remain on the employer's premises, within an established proximity to the campus, or may be required to be accessible by phone.</p> <p>Call-Back: A nonexempt employee is considered to be in a call-back status when the employee is required to return to work after regularly scheduled hours or asked to report to work on an off-duty day for emergencies or other unusual circumstances.</p>
Procedures	<p>On-Call: Employees assigned to on-call duty are required to be available by phone and it may be necessary for them to return to work. An employee will be compensated for all time spent resolving or responding to a work situation, whether by phone, email, or in-person. An employee will not be compensated for time spent doing personal or non-work activities. If the employee is required to return to work, travel time from home to work and all time spent at work will be compensated. If an employee is required to stay on campus or in close proximity to the campus while in an on-call status, those hours will be considered time worked.</p> <p>An employee in an on-call status who cannot be reached or who does not report within one (1) hour of being contacted may be subject to disciplinary action.</p> <p>Call-Back: Employees who are required to return to work after regularly scheduled work hours are eligible for call-back compensation. An employee who is called back to work will be paid a minimum of three (3) hours even if the time spent on duty is less than two hours.</p> <p>Travel time from home to work in response to call-back duty is considered time worked.</p>
Review	The Human Resources Office is responsible for the review of this policy every five years (or whenever circumstances require).