

PN 3.105
Updated 11/2017

Policy on On-Call and Call-Back for Nonexempt Staff Employees

I. Purpose

This policy has been developed in accordance with [USM VII-4.62 Policy on On-Call and Call-Back for Nonexempt Staff Employees](#).

II. General Guidelines

A. On-Call

1. An employee assigned to on-call status shall receive compensation in the amount of \$50 per day, plus appropriate wages for all hours worked. On-call pay shall be included in the computation for overtime wages.
2. The employee must be accessible at all times and must immediately notify his/her supervisor if inaccessible. If inaccessible, on-call pay shall be forfeited.
3. An employee cannot be designated on-call for more than seven consecutive days; however, he/she may be on-call for 24 hours on each of those days.
4. An employee who is assigned to on-call status and cannot be reached or does not report within two hours of being contacted, may face disciplinary action and shall not receive on-call pay for that day.
5. An otherwise eligible employee will not receive on-call compensation if performance of the duties is an extension of the regular workday or workweek.
6. Essential employees are not automatically assigned to on-call status.
7. On-call assignments will be allocated among eligible employees on a rotating basis.

B. Call-Back

1. Eligibility – non-exempt employees who are required to return to work on a regularly scheduled duty day after going off duty, or are required to work on a regularly scheduled day off. Applies whether or not employee is also on on-call status.
2. Compensation – Employee is credited with a minimum of two hours compensation at the appropriate rate.
3. Travel time counts as time worked and counts toward overtime.
4. If an employee is called back on a qualifying shift, the employee receives shift differential.

III. Administration of the Policy

The Office of Human Resources (OHR) is designated as administrator of the policy. All questions regarding the policy should be referred to that office.

IV. Reference(s)

[USM VII-4.62 Policy on On-Call and Call-Back for Nonexempt Staff Employees](#)
[FSU Employee Handbook](#)