

# On-Call Policy

## **I. POLICY STATEMENT**

To maintain effective and continuous business operations, Auburn University shall provide consideration for additional compensation to employees whose positions are designated as FLSA nonexempt and that have been authorized by their division management to serve in an on-call status in order to maintain work-readiness during regular unscheduled hours. Upon returning to worksite, employees must be physically and mentally unimpaired, fit for duty, and capable of performing all essential functions of their job with no risk to themselves, co-workers, students, public or property. This policy is established and applied in compliance with all applicable federal and state laws, rules, regulations and University policies.

## **II. POLICY PRINCIPLES**

To maintain effective and continuous business operations, certain positions are designated on-call eligible to, a) avoid significant service disruption, b) avoid placing employees, students, clients, or the public in unsafe situations, c) protect property or equipment, and d) respond to emergencies.

## **III. EFFECTIVE DATE**

March 1, 2018

## **IV. APPLICABILITY**

This policy applies to all part-time and full-time University staff, temporary, and student employees who are working in positions designated with on-call status.

## **V. POLICY MANAGEMENT**

**Responsible Office:** Human Resources

**Responsible Executive:** Associate Vice President, Human Resources

**Responsible Officer:** Senior Director, Talent Management

## **VI. DEFINITIONS**

1. **Nonexempt Position:** A nonexempt position is a position 1) whereby the incumbent employee's salary does not meet the FLSA minimum salary threshold test OR 2) that has duties not meeting the FLSA criteria for exemption under the duties test. Such positions require the accurate recording of working time, as well as the right to a minimum wage and overtime premium pay.
2. **On-call Period:** The period the employees in nonexempt positions 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. Such periods may vary in beginning and ending times from department to department, and are subject to change as warranted by service needs.
3. **On-call Status:** The scheduled state of availability for designated employees in nonexempt positions to return to duty, work-ready, within a specified period.
4. **On-call Pay:** Employees serving in an on-call status will be paid an hourly rate of pay for each hour of their scheduled on-call period. This includes serving on-call during weekends and holidays.
5. **Full-time Employee:** An employee whose scheduled workweek is 40 hours or more.
6. **Part-time Employee:** An employee whose scheduled workweek is less than 40 hours.

7. **Student Employee:** An individual who is enrolled at Auburn University on a full-time or part-time basis who is designated as a student worker. A student employee may work up to 20 hours per week.
8. **Temporary Employee:** An individual who is employed on a day-to-day or assignment basis typically to assist with special projects, abnormal workloads, or emergencies and who is designated as a TES employee.
9. **University Staff Employee:** An employee whose position is designated as nonexempt under the FLSA and is paid on a biweekly basis.
10. **Work-ready:** The ability to return to the worksite within forty-five minutes while being physically and mentally unimpaired and fit for duty (able to safely perform all essential job functions with no risk to self, co-workers, students, public or property.)

## **VII. POLICY PROCEDURES**

[http://www.auburn.edu/administration/human\\_resources/procedures.html](http://www.auburn.edu/administration/human_resources/procedures.html)

## **VIII. SANCTIONS**

Violations to this policy are to be promptly reported to the employee's supervisor and will be addressed through appropriate disciplinary actions(s).

## **IX. EXCLUSIONS**

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

## **X. INTERPRETATION**

Associate Vice President, Human Resources

ADOPTED: March 1, 2018