

PROCEDURES:

Implementing On-Call Time Duty:

| <u>Step</u> | <u>Responsible Party</u> | <u>Action</u> |
|--------------------|------------------------------------|---|
| 1. | Manager | Discuss the responsibilities and guidelines for being On-Call Time Duty with the employee. Inform the employee of the proper recording and restrictions on ONR usage. |
| 2. | Manager and employee | Completes the Authorization form for On-Call Time Duty (Attachment A) and employee and supervisor signs. |
| 3. | Administrator | Approves the Authorization for On-Call Time and submits (Attachment A) to the Operations Division Payroll Office. |
| 4. | Operations Division Payroll Office | Files the Authorization for On-Call Time (Attachment A) in employees payroll file and refers to it periodically during payroll audits. |

Canceling On-Call Time Duty:

| <u>Step</u> | <u>Responsible Party</u> | <u>Action</u> |
|--------------------|------------------------------------|--|
| 1. | Manager | Informs the employee of the termination of On-Call Time Duty. Completes the Cancellation form for On-Call Time Duty (Attachment B) and submits to Administrator. |
| 3. | Administrator | Approves the Cancellation for On-Call Time Duty (Attachment B) and submits to the Operations Division Payroll Office. |
| 4. | Operations Division Payroll Office | Files the Cancellation for On-Call Time Duty (Attachment B) in the employee's payroll file. |

AUTHORIZATION FOR ON-CALL TIME

Effective _____ you are qualified to perform On-Call duty as assigned by your manager. The day(s) and hours specified below only apply when your supervisor schedules you to perform this duty. If no days or hours are listed below, your supervisor will supply them at the time you are assigned On-Call Duty, alerting Payroll in the process. In the event that your manager finds it necessary to temporarily override the set days and/or hours listed below (if any), the altered schedule shall be provided to both the employee and Payroll regarding any variances from this agreement.

You are hereby authorized to be on-call to report to work on the following days and hours of the week when assigned by your supervisor:

| Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
|-----|------|-----|-------|-----|-----|-----|
| | | | | | | |

To record On-Call Time you will use the following pay code: ONR

Per SEIU collective bargaining agreement, Article 32, Section 1 and HRSD State Policy 20.005.10, Pay Practices, on-call time (ONR) is not counted as time worked towards the 40 hour work week or the eight (8) hour work day in order to qualify for over time pay. Shift Differential Earnings (SDE) is not applicable except during the time you are actually responding to a call which lasts at least 30 minutes and meets the requirements of the SEIU agreement, Article 26, Section 6.

You cannot claim on-call time while on paid or unpaid leave. Call Back Overtime (CBO) penalty pay will not apply if you are on On-Call Duty.

When you answer a call and begin working, ONR is not recorded for a non-exempt employee. Rather, you record either: Additional Straight Time (AST), Comp Time Straight (CTS), or Overtime (OT) depending on your representation status and the applicable policy or collective bargaining agreement. If you are an Exempt employee, you would only record Special Time Accrued (STA) when responding to calls. Once the call has been completed, the AST, STA or OT discontinues and the ONR is again recorded.

Employee Name (printed)

OR Number

Employee Signature

Date

Supervisor Signature

Date

Administrator's Signature

Date

Received in Payroll Office

Date

CANCELLATION FOR ON-CALL TIME

Effective Cancellation Date: _____

Employee Name

OR Number

Employee Signature

Date

Supervisor Signature

Date

Administrator's Signature

Date

Received in Payroll Office

Date