

OFFICIAL POLICY

Subject/Title:	On-Call Pay and Callbacks
Policy Number:	FPU-6.0330P
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Revised <input type="checkbox"/> Technical Revisions Only <input type="checkbox"/> Emergency Policy
Date First Adopted:	April 27, 2023
Date Revised:	
Responsible Division/Department:	Administration & Finance
Initiating Authority:	Dr. Allen Bottorff, VP of Administration & Finance

A. APPLICABILITY & PURPOSE

This policy exclusively applies to all non-exempt employees, whether budgeted or OPS.

All exempt employees, law enforcement personnel, and non-exempt employees who have on call shifts written into their job description are not eligible to receive On-Call pay or Callback pay as described in this policy.

B. STATEMENT OF POLICY

This policy establishes a system to compensate non-exempt employees who maintain their availability during off-duty hours to come back to work to perform emergency and/or necessary work assignments based on operational needs.

This policy describes the authorization requirements and applicability for On-Call and callback pay and outlines the methodology for calculating such time.

C. DEFINITIONS

1. **On-Call** - additional compensation paid to non-exempt employees (excluding law enforcement personnel) who have been scheduled, assigned, or directed by their supervisor, in writing, to remain accessible and available to report to work during an off-duty period.
2. **Callback** - occurs when an employee is “called back” by the employee’s supervisor and directed to perform work outside the employee’s scheduled hours of work for that day, regardless of On-Call status.

D. PROCEDURES

1. Prior Authorization for On-Call Status

- (a) As appropriate or necessary for University operations, the President or Vice Presidents, or their designees, may authorize specified employees in their respective divisions/departments to be designated as On-Call. This authority may be delegated in writing to the appropriate division/department supervisor.

- (b) On-Call status for an employee must be approved in writing by the President or Vice President, or designee, in advance of scheduling or directing an employee to be On-Call.
 - (1) An employee properly authorized for On-Call status is only designated as On-Call when specifically scheduled, directed, or assigned by the employee's immediate supervisor.
 - (2) Departments must maintain and regularly update a list of all non-exempt employees who have been authorized for On-Call status.
 - (3) Employees scheduled for On-Call assignments must inform the appropriate department supervisor how they may be immediately contacted by phone, text, and/or email, and if necessary, must remain available to return to the work location on short notice to perform assigned duties.
- (c) The Vice President of Administration & Finance, or designee, will establish the internal procedure(s) for departments to report those employees authorized for On-Call status to Human Resources and Payroll, and for authorized employees to input time worked while On-Call.

2. On-Call Assignment and Compensation

- (a) An employee who is directed to be On-Call during the regular workweek (e.g. weekdays) is compensated at an hourly rate of \$1.00 for each hour required to be On-Call.
- (b) An employee who is directed to be On-Call on a Saturday, Sunday, or University-recognized holiday (see FPU-1.008) will be compensated in an amount equal to one-quarter ($\frac{1}{4}$) of the employee's actual hourly rate for each hour such employee is required to be available.
- (c) An On-Call period of less than one (1) hour will be rounded to the nearest quarter ($\frac{1}{4}$) hour when computing On-Call pay to an employee.
- (d) If an On-Call period is less than two (2) hours, the employee will be paid for two hours at the appropriate rate.

3. Callback Compensation

- (a) Regardless of On-Call status, callback compensation for non-exempt employees is mandatory.
- (b) If an employee is called back to work beyond the employee's scheduled hours of work for that day, the employee shall be credited for the *greater of* actual time worked plus travel time to and from the employee's home to the assigned work location, OR two (2) hours.
 - (1) The two (2) hour minimum payment is only applicable to employees who are required to physically report to campus or assigned work location.

- (2) Employees who are called back after hours but perform the assigned work remotely must be paid for their actual hours worked but are not subject to a minimum payment.
- (c) Callback compensation will be paid:
 - (1) at the employee's regular rate of pay;
 - (2) at the overtime rate for any time over forty (40) hours in a workweek; or,
 - (3) at one and a half (1 ½) times the employee's regular rate of pay for time worked during University-recognized holidays as described in FPU-1.008.
- (d) A callback period of less than one (1) hour will be rounded to the nearest quarter (¼) hour when computing callback pay to an employee.

4. General Requirements, Computing Overtime, and Travel

- (a) On-Call time is not compensable for purposes of computing overtime.
- (b) On-Call pay is not interrupted when the employee is called back to work. During a callback, the employee is at work, paid normal pay and/or overtime, and continues to receive On-Call pay.
- (c) Callback pay is considered time worked and is compensable for purposes of computing overtime.
- (d) Travel time to and from campus or the assigned work location when called back is compensable time. If, while On-Call, the employee is called back to work, the employee will be reimbursed for mileage from the employee's home to the assigned work location and *vice versa* at standard rates as specified in Florida Statute 112.061(7)(d)(1)(a).

POLICY APPROVAL

Policy No.: FPU-6.0330P

Initiating Authority

Signature Date

Policies Committee Chair

Signature Date

President

Signature Date

FPU-BOT Approval:

- Required*
- Not Required*

Date Approved (if required)

EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE
OFFICE OF THE GENERAL COUNSEL