

Salt Lake Community College

Facilities Services Division

On Call/Callback Pay Policy

September 2018 revised – originally established July 1, 2014

ON-CALL

The Facilities Services Division requires employees in certain jobs to remain on-call, i.e. the availability to return to work immediately when contacted.

- Employees in SLCC non-exempt positions are paid \$1.94 per hour to compensate for the time they are on-call.
 - On-call time does not count toward the computation of overtime pay.
 - A scheduled on-call shift may not exceed 24 consecutive hours.
 - Holiday pay (1.5 times the rate) is applicable to on-call for College designated holidays.

When called to work, an employee will receive callback pay as defined below. However, during callback, an employee cannot receive on-call pay. On-call compensation may be resumed after completing the work required in response to a callback.

CALLBACK

Extenuating circumstances may require the Division to request the immediate services of certain employees who are not on duty or who are on-call.

- Employees responding to callback are guaranteed pay for a minimum of 3 hours straight time for each callback or the time actually worked, whichever is greater.
- The portion of the three hours call back compensation that is guaranteed but not worked does not count toward overtime.
- Both the time spent driving and the time actually worked count toward the computation of pay.
- The provisions of this policy do not apply when the emergency call back causes the employee to return to work less than one (1) hour in advance of his/her start time.
- Employees whose work continues following the end of the regularly scheduled hours of work will not be considered to be called back.

LIMITATIONS

A person who is on on-call status who cannot be contacted or who fails to report for work when called will forfeit the on-call pay for that time increment and may be subject to disciplinary action, pursuant to SLCC Policy Section 3.07: Disciplinary Sanctions and Terminations.

Scheduled time for shifts, Division meetings and staff meetings are not eligible for callback pay. Employees participating in these activities will earn differentials and overtime as appropriate.

RESPONSIBILITY

- Business Services Vice President, Facilities Services Assistant Vice President, Directors, Assistant Directors, Heads, Managers, Supervisors and Leads are responsible for deciding that a position necessitates on-call status as well as determining when an employee must be called back.
- Employees are responsible for responding during periods of on-call status or when called back and for accurately reporting all on-call and callback hours.