

## On-Call and Call-Back

<b>EMPLOYEE:</b>	<b>EmpID:</b>
<b>DEPARTMENT:</b>	<b>DEPT. ACCOUNT NUMBER:</b>
<b>SHIFT DIFFERENTIAL PAY:</b> Y      N	<b>SHIFT DIFFERENTIAL RATE:</b>

**Week 1**

**Pay Period Ending:**

DATE ON CALL	ON CALL TIMES	TOTAL HOURS		DATE OF CALL BACK	CALL BACK TIME	TOTAL HOURS		TOTAL HOURS FOR DATE	ON CALL PAY RATE

**Week 2**

DATE ON CALL	ON CALL TIMES	TOTAL HOURS		DATE OF CALL BACK	CALL BACK TIME	TOTAL HOURS		TOTAL HOURS FOR DATE	ON CALL PAY RATE

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean/Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I certify that the information provided on this form is complete and accurate, and that the payment for on-call/call-back hereby requested is warranted and in accordance with UCF's on-call/call-back policy.**

## UCF On-Call and Call-Back Policy

On-Call: Paid to USPS and regular non-exempt OPS employees who have been instructed, in writing, by the appropriate management to remain available to work during an off-duty period. The following provisions are applicable to on-call assignments:

1. Employees who are given on-call assignments shall be required to leave work where they may be reached by phone or pager, and must be available to return to the work location on short notice to perform duties. Employees who do not report to work for their normal work shift shall not be eligible for on-call assignment until they return to work duty and complete their entire shift. Likewise, employees who leave (for whatever reason) prior to completion of their normal work shift, shall not be eligible for an on-call assignment until they report back to work duty during their normal work shift. Should an employee request any form of intermittent leave during the normal work shift (i.e. works from 7:00 am to 3:00 pm, and requests leave from 10:00 am to 1:00 pm, returns to work and completes his shift) the employee shall be eligible for on-call assignment during the twenty four (24) hour period prior to and after the normal work shift.
2. On-call time is not compensable for purposes of computing overtime; however, travel time to and from work when called back is compensable time.
3. When approved, an employee who is required to be on-call shall be compensated by payment of a fee in an amount of \$1.00 per hour for each hour required to be on-call.
4. An employee who is required to be on-call on Saturday, Sunday, or a holiday as listed in Section 110.117, Florida Statutes, will be compensated by payment of a fee in an amount equal to one-fourth ( $\frac{1}{4}$ ) of the UCF hourly minimum for the employee's class for each hour required to be available. ***Employees covered under AFSCME Collective Bargaining Agreement, refer to the AFSCME section below.***
5. 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 and/or call-back payments to an employee. ***Employees covered under AFSCME Collective Bargaining Agreement, refer to the AFSCME section below.***
6. If an employee's immediate supervisor inappropriately instructs the employee that he/she is on-call, that supervisor may be held personally liable for reimbursing the University for any on-call fee which results from the inappropriate instruction.

Call-Back: 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 actual time worked as well as time to and from the employee's home to the assigned work location or a minimum of two (2) hours, whichever is greater.

NOTE: The appropriate management should request an employee to be on-call only after carefully considering whether the employee can or cannot perform the assignment during regular work hours. The employee's work week and daily shift should be scheduled in accordance with the needs of the business operations to avert the need (or minimize the frequency) for on-call or call-back assignments.

## **AFSCME Collective Bargaining Agreement Provisions**

The following provisions apply only to those USPS employees covered by the AFSCME Collective Bargaining Agreement.

“On-call” assignment shall be defined as any time when an employee is instructed in writing by management to remain available to work during an off-duty period. An employee who is instructed shall be required to carry and keep on his/her person the University provided cell phone or other electronic device in order to be contacted to return to the work location on short notice to perform assigned duties.

In an emergency or other unforeseen circumstances, the University may verbally instruct and employee to be on-call for a period of not more than twenty-four (24) consecutive hours. The employee shall not be eligible for on-call payments in excess of the period for which verbal instructions are appropriate.

### **Amendments to UCF On-call Policy for AFSCME:**

4. An employee who is required to be on-call on Saturday, Sunday, or University recognized holiday will be compensated by payment of a fee in an amount equal to one-quarter ( $\frac{1}{4}$ ) the actual rate of the employee for each hours such employee is required to be available. This provision is effective April 22, 2005.
5. If an on-call period is less than two (2) hours, the employee shall be paid for two hours.