



On-Call and Call-Back

EMPLOYEE:	EmpID:
DEPARTMENT:	DEPT. ACCOUNT NUMBER:
SHIFT DIFFERENTIAL PAY: Y N	SHIFT DIFFERENTIAL RATE:

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: _____

Supervisor Signature: _____

Dean/Director Signature: _____

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 non-exempt 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 a Saturday, Sunday, or University recognized holiday will be compensated by payment of a fee in an amount equal to one-quarter (1/4) the actual hourly rate of the employee for each hour such employee is required to be available. The on-call rate as referenced in this section shall also apply to University designated holiday work break days as declared by the president from time to time.
5. An on-call period of less than one (1) hour will be rounded to the nearest quarter (1/4) hour when computing on-call and/or call-back payments to an employee.
6. If an on-call period is less than two (2) hours, the employee shall be paid for two hours.
7. 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.

Employees covered under the AFSCME, please refer to the AFSCME Collective Bargaining Agreement.