On-Call Program Procedures

An employee who volunteers or is required to participate in the on-call program must complete an entire schedule. A schedule is that length of time it takes for all employees to complete one full rotation of being on-call (for example, if there are eight employees, the schedule is for eight weeks). A scheduled week may vary by sections.

The hours that the employee is on call during their scheduled week are:

- 5:00 p.m. to 6:30 a.m. during the week
- 24 hours a day during the weekends
- 24 hours a day during holidays

Additional compensation for participating in the Program will be in the form of a single flat rate for each week an employee has on-call duty during a pay period. The payment will compensate the employee for wearing the pager and being “on-call.” If an employee must respond to a call, the employee will begin logging hours, either straight time or overtime depending on where they are in their forty-hour week. Payment for on-call duty will be a flat rate.

When the employee is paged to come into work, the employee is paid for three hours of work time if they were at the job for three hours or less. If the employee was at work for more than three hours, the employee is paid for the actual amount of time they were at work (for example: if the employee is called in at 1:00 a.m. didn’t get finished until 5:00 a.m., the employee will be paid for 4 hours). If a participant receives a second call before leaving the campus, it will not increase the minimum pay.

Participants, who are called in to work, may be required to check in and out with Facilities Monitoring of Instruments and Controls.

Failure to respond to a page can result in disciplinary action. All the rules and regulations of the CPFM Employee Policy Manual will apply while an employee is on-call.

Calls for the on-call program go through the Facilities Monitoring group of Instruments and Controls (I&C) or the 1-2020 after hours phone line. They receive a weekly updated schedule of who is on call and keep a record of the calls that come in. There will be just one on-call pager that each person will carry during the week so that I&C will only have to refer to one number. When the call comes in, I&C calls the employee at home first and then calls the pager number.

Employees are not allowed to switch their schedules without first notifying their supervisor and the person who sets the schedule. Employees are given one week to review the schedule and inform their supervisor of any conflicts.

If the employee is sick and not able to participate, the supervisor will designate a replacement for that employee until the employee returns to full duty. The employee must keep their supervisor informed if at any time they are unable to fulfill their schedule.