Scheduled Off-hours Work Policy

Purpose:
The purpose of the scheduled off-hours policy is to ensure that people who are scheduled to return to the campus to perform scheduled work are adequately compensated.

Applicability:
Occasionally, it is necessary for an employee to return to campus to perform some scheduled task(s) outside of his or her normally scheduled shift. This may include weekends, holidays, or evenings. The actual time required to perform this work may be very short or may take several hours. This work may be accomplished on a voluntary basis or may be required. For this policy, off-hours work shall be considered scheduled if the employee is notified of the need prior to the end of their previous scheduled shift. This policy is applicable to off-hours work scheduled to begin:

A) More than one hour after completion of work on a regularly scheduled shift, or
B) More than two hours after the start of any previously scheduled off-hours work when work on the initial event was completed in one hour or less

Compensation:
Facilities Services or PMCS will pay a minimum of two hours for each actual trip to the University to perform scheduled work subject to the applicability guidelines above. If multiple tasks are performed during the scheduled trip or within any two-hour period, they will be combined under the same two-hour minimum. Actual time worked will be from the scheduled start time to the time leaving the campus. If the actual time worked is greater than two hours, the actual time will be paid. If the scheduled start time of any event is more than two hours after the start of any previously scheduled off-hours event and work on the initial event was completed in one hour or less (allowing time to leave the campus), the second event will be treated as a separate scheduled event. If the employee is also on-call and receives a request related to the on-call program while performing scheduled work, the entire period will be covered under the compensation guidelines for the on-call program (they will not be cumulative).

Responsibility:
1 Each employee is responsible for actually working the hours and performing the work that he or she has been scheduled to accomplish.
2 When the employee arrives on campus he or she is to notify Facilities Maintenance by telephone. He or she is to make sure the Facilities Maintenance operator has name, call sign, radio number, and where the employee expects to work. (Radio Facilities Maintenance to notify them of any change in location). If there are multiple people working together as a team, one person may call for the entire team.
3 When the work has been completed, notify Facilities Maintenance before leaving the campus.
4 Complete the Daily Labor Report indicating time actually worked on each task. If the total of hours actually worked is less than the guaranteed minimum, record the time needed to reach the minimum in the appropriate location.

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