

## 444-03 ON-CALL AND CALLBACK COMPENSATION—PROCEDURE

### 1. PURPOSE

In order to support the teaching and service objectives of the College, an employee may be expected to return to work or be on call to address college-wide emergency needs.

### 2. PROCEDURE

#### 1. Eligibility

Non-exempt (classified) employees who are required to serve in an on-call status and/or are called back to work to address emergency needs will receive additional compensation based on the Federal Fair Labor Standards Act (FLSA). The non-exempt positions that have been designated to be on-call status are: Maintenance Technician I, Maintenance Technician II, Security Guard I, Security Guard II, and Security Guard Lead.

Exempt employees are not eligible for additional compensation for emergency callback or on-call, but will be eligible for the cell phone stipend. These positions are: Technical Services Director, Network Administrator, Systems Administrator, Systems Programmer, and Maintenance Supervisor, Security Guard Supervisor.

#### 2. Definitions

On-Call- is when an employee must remain available to be called back to work on short notice if the need arises. Leave time and on-call time cannot overlap (this does not include holidays).

Callback – is when an employee has left the work site and is requested to respond on short notice to an emergency work situation to:

1. avoid significant service disruption,
2. avoid placing employees or the public in unsafe situations, or
3. protect and/or provide emergency service to property or equipment,
4. respond to emergencies with students, faculty, staff, and the public

Emergency call back may involve either going back to work or responding via telephone or computer.

#### 3. Compensation

Non-exempt employees who respond to a call to resolve an issue will be compensated for all hours worked with a minimum of two hours for those employees who report to campus and one hour for remotely resolving the issue. Compensation will be in the form of compensatory time off or will be paid at their regular hourly rate and in accordance with FLSA overtime regulations.

Exempt employees will receive a cell phone stipend so that employees have texting and email on their cell phones to improve communication and collaboration

in the event of an emergency. The amount of the cell phone stipend will be determined by the Vice President for Business and Administrative Services to ensure equity among all departments.

4. Procedural Guidelines  
Refer to department Procedural Guidelines as approved by Human Resources.

### **3. BACKGROUND**

1. References: Wage and Hour Division and Fair Labor Standards Act (FLSA)
2. Revision history: 04/01/2001, 12/14/2011
3. Legal Review: none
4. Sponsor: Human Resources

Adopted by College Council: 12/14/2011

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