

PN 3.105  
Updated 11/2017

**Policy on On-Call and Call-Back for Nonexempt Staff Employees**

**I. Purpose**

This policy has been developed in accordance with [USM VII-4.62 Policy on On-Call and Call-Back for Nonexempt Staff Employees](#).

**II. General Guidelines**

**A. On-Call**

1. An employee assigned to on-call status shall receive compensation in the amount of \$50 per day, plus appropriate wages for all hours worked. On-call pay shall be included in the computation for overtime wages.
2. The employee must be accessible at all times and must immediately notify his/her supervisor if inaccessible. If inaccessible, on-call pay shall be forfeited.
3. An employee cannot be designated on-call for more than seven consecutive days; however, he/she may be on-call for 24 hours on each of those days.
4. An employee who is assigned to on-call status and cannot be reached or does not report within two hours of being contacted, may face disciplinary action and shall not receive on-call pay for that day.
5. An otherwise eligible employee will not receive on-call compensation if performance of the duties is an extension of the regular workday or workweek.
6. Essential employees are not automatically assigned to on-call status.
7. On-call assignments will be allocated among eligible employees on a rotating basis.

**B. Call-Back**

1. Eligibility – non-exempt employees who are required to return to work on a regularly scheduled duty day after going off duty, or are required to work on a regularly scheduled day off. Applies whether or not employee is also on on-call status.
2. Compensation – Employee is credited with a minimum of two hours compensation at the appropriate rate.
3. Travel time counts as time worked and counts toward overtime.
4. If an employee is called back on a qualifying shift, the employee receives shift differential.

**III. Administration of the Policy**

The Office of Human Resources (OHR) is designated as administrator of the policy. All questions regarding the policy should be referred to that office.

**IV. Reference(s)**

[USM VII-4.62 Policy on On-Call and Call-Back for Nonexempt Staff Employees](#)  
[FSU Employee Handbook](#)