

Davis Technical College

On-Call Pay Policy

Effective Date: 25 September 2025

1. Purpose

- 1.1. Davis Technical College recognizes that certain operational needs may require employees to be available outside of their regular working hours. This policy establishes the framework for compensating non-exempt employees who are formally designated as on-call, ensuring fair remuneration for their availability and responsiveness. The purpose of this policy is to provide clear and consistent guidelines for the compensation of non-exempt employees required to be on-call, acknowledging the commitment and flexibility expected when they are not actively working but must be available to respond to college needs.

2. References

- 2.1. Fair Labor Standards Act (FLSA)
- 2.2. Utah Administrative Code Section R477-8-10
- 2.3. Davis Technical College Overtime Pay, Overload Assignments, and Compensatory Time

3. Definitions

- 3.1. **On-Call:** A period during which an employee is required by the College to remain available to respond to calls for work. During this time, the employee is not actively working but must be reachable and able to report to a designated work location or perform duties remotely within a specified timeframe. Restrictions may be placed on the employees' personal activities to ensure their prompt availability.
- 3.2. **On-Call Pay:** Compensation provided to eligible employees solely for the time they are formally designated as on-call and are required to be available, regardless of whether they are called in to perform work. This pay is distinct from compensation for actual hours worked.
- 3.3. **Call-Out Pay:** Compensation for actual hours worked when an on-call employee is required to perform duties or report to a work location.

4. Policy

- 4.1. **Eligibility:** Only non-exempt employees who have been formally designated as on-call by their authorized department head or supervisor, and whose on-call schedule has been approved in advance, are eligible for on-call pay under this policy. Supervisors should submit a Personnel Action Notice (PAN) to designate employees eligible for on-call pay. Exempt employees, as defined by the Fair Labor Standards Act (FLSA), are not eligible for on-call compensation under this policy. An employee may not be in on-call status while using leave.
- 4.2. **On-Call Pay Rate:** Eligible employees will receive compensation for their on-call availability at a rate equivalent to one (1) hour of their regular hourly pay for every twelve (12) hours (1:12 ratio) that they are officially on-call.
- 4.3. **Calculation of On-Call Pay:** On-call pay will be calculated based on the total continuous period an employee is designated as on-call. For on-call periods shorter than 12 hours, the pay will be prorated accordingly. For instance, an employee on-call for 6 hours would receive 0.5 hours of their regular pay (6 hours / 12 hours = 0.5). On-call time for calculation purposes will be rounded to the quarter of an hour.

- 4.4. Call-Out Work:** If an employee is called to work while on-call, the actual time spent performing work will be compensated at their regular hourly rate or applicable overtime rate, separate from and in addition to any on-call pay earned for the same period. Time spent actively working during a call-out will not be counted towards the calculation of on-call availability hours for the purpose of on-call pay. Employees who are called out to work will be guaranteed a minimum of one hour of pay regardless of whether the employee works less than one hour.
- 4.5. Call-Out Work on a Holiday:** In the event that an employee is required to report to work while on-call during a College-recognized holiday then the supervisor may choose to submit a PAN to pay the employee overtime rate for the time worked. Alternatively, the time worked on the holiday may count toward normal comp-time calculation.
- 4.6. Record Keeping:** Departments are responsible for maintaining accurate and detailed records of all on-call designations, schedules, and actual hours for their employees. Employees are responsible for accurately reporting all on-call hours on their timesheets.
- 4.7. Reporting On-Call Hours:** Employees must clearly distinguish on-call hours from actual working hours when submitting timesheets, utilizing the designated payroll codes.
- 4.8. Non-Availability:** Employees on-call are expected to remain available and responsive. Failure to respond to a call within the specified timeframe, or engaging in activities that prevent immediate response, may result in forfeiture of on-call pay for that period and may lead to disciplinary action.

5. Procedures

- 5.1. On-Call Schedule Notification:** Department heads or supervisors will create and distribute on-call schedules to designated employees at least two (2) weeks prior to the start of the on-call period, whenever feasible. Any changes to the schedule must be communicated promptly.
- 5.2. Time Reporting:** Employees will accurately record their on-call availability hours on their timesheets using the designated "On-Call" labor code.
- 5.3. Approval:** All on-call hours reported by employees must be reviewed and approved by their immediate supervisor prior to payroll processing.

6. Approval and Notes

President's Council Approval: 4 August 2025
Board Approval: 25 September 2025