PURPOSE
The Department of Military Affairs has a need for designated employees to be available to respond immediately to emergencies. Designated employees will receive on-call and/or call-in reimbursement as outlined below.

An employee placed in an on-call status is not required to remain on the Employer's premises. While in an on-call status, the employee shall be required to notify the Employer of where they can be reached, and/or are required to carry a cellular phone. If the employee and Employer agree that the employee carry a cellular phone, the employee's travel may be limited to a thirty-mile radius from their work site, or an agreed upon appropriate response time.

The Department recognizes the constraints placed on employees who are required to respond to emergencies either in an on-call status or where an employee is called-in after their regular scheduled work hours. For the inconvenience associated with these activities, the following provisions shall apply.

This policy is applicable to all Department of Military Affairs employees unless it conflicts with collective bargaining agreements.

DEFINITIONS

On-call – A period of time outside an employee's normal work hours in which that employee is scheduled by a supervisor to be available and reachable.

Call-in – A period of time after an employee is released from work and called to perform work on their regularly scheduled days off, on a holiday, or after the employee's regularly scheduled work hours to respond to and resolve emergency system problems.

POLICY
The On-call and Call-in Reimbursement Policy provides compensation for employees scheduled to be available for emergencies on the following basis:

1. Call-in reimbursement on scheduled days off (ie: weekends) will not affect an employee's ability to accrue compensatory time or over-time pay. Paid leave will not negatively impact on-call pay or call-in pay.
2. Call-in reimbursement on employees scheduled work days will be made whole for the assigned shift. Call-in reimbursement may substitute or augment an employee’s assigned schedule at supervisor’s discretion.

3. Time reporting codes for On-call and Call-in must be used to ensure tracking and appropriate application of policy.

Examples
On-call reimbursement: An employee placed in a scheduled on-call status shall receive one hour of on-call pay or compensatory time for each period of time they are placed on-call from the end of their shift to the beginning of their next shift during the workweek. On scheduled days off (i.e., weekends), an employee shall receive one hour of on-call pay for each 24-hour period they are placed on-call.

Call-in reimbursement: A non-exempt employee, placed in a call-in status shall receive call-in pay for a minimum of two hours at time and one-half regular pay or compensatory time for each call-in incident, depending upon the affected employee’s overtime/FLSA compensatory election. Exempt employees will receive one hour of call-in exempt compensatory time for each call-in incident.

Special Circumstances

Hours worked in support of the State Emergency Coordination Center (SECC) is covered in DMA policy.