



## Policy 4.47 On-Call Pay & Call Time Worked

**Responsible Official:** VP for Human Resources  
**Administering Division/Department:** Compensation  
**Effective Date:** March 30, 2007  
**Last Revision:** May 07, 2007

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### Overview

A department may pay an employee an on-call premium when there is a reasonable expectation of a need to access a designated employee on a regular basis in order to provide essential care or service as the result of an emergency or life-threatening situation.

Only non-exempt staff are eligible for on-call pay.

An employee who is on-call is allowed to be off the employer's premises but is required to be able to be reached by phone or beeper. When called, the employee may be obligated to report for duty within the time period established by the department. Failure to do so may result in disciplinary action.

An employee will receive an established on-call premium for each hour he/she is on-call; the on-call rate is not paid for hours actually worked.

Emory's on-call rates will be reviewed on a regular basis by Human Resources. On-call premium eligibility for an employee is requested as follows:

### Policy Details

A supervisor submits a written request, including an estimate of the potential annual cost, for an employee or group of employees to be eligible to receive an on-call premium to the departmental Human Resources Representative.

The departmental Human Resources Representative reviews the request and gets authorization from the appropriate Dean, Director, or Department Head to forward the request to Human Resources.

Compensation reviews the request, resolves any issues or discusses any alternative and notifies the Human Resources Representative whether or not the request has been approved.

The Human Resources Representative notifies the Dean, Director, or Department Head of outcome.

#### **CALL TIME WORKED**

Departments may elect to pay employees who are "called back" to work a minimum of four hours, even if the time actually worked is less.

Pay for call time worked includes the employee's base rate and any applicable differential. Call time worked is paid at straight time unless the employee has worked 40 hours within the work week, in which case it will be paid at time and one half.

### Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.47>

### Revision History

No previous versions of this policy were found.