### Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding on-call pay for non-exempt classified and unclassified unrepresented staff.

### Policy

1. Non-exempt full-time and part-time classified and unclassified employees are entitled to on call pay when they are required to be “available” for work outside of their normal work schedule.

### Procedure

1. The primary department will inform the Compensation Department, in writing, of their need for “on-call” pay for employees in the department.

2. The Compensation Department will review the request and determine the appropriate on call rate.

3. The primary department will report the on-call rate on the Personnel Change Request (PCR) and attach a copy of the Compensation Department’s approval letter.

4. The primary department will report the on-call pay supplement on the appropriate Timekeeping System.