THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	**Number:**	201.36
		Revised:	7/1/05
SUBJECT:	On-Call Pay	**Date Issued:**	1/1/2003
		Review Date:	7/1/09
APPLIES TO:	Regular staff with the exception of those represented by a bargaining unit	**Attachment(s)**	0
ISSUED BY:	Office of Human Resources and Affirmative Action		

I. Policy

Staff members required to restrict their whereabouts and activities in order to be available for return to work to meet emergencies, shall receive "on-call" compensation.

II. Regulations and Definitions

A. Staff are "on-call" when they are required to restrict their whereabouts so that they can be reached and will be available to return to work immediately, if called. Further restriction of whereabouts is not permitted under 'on-call' status. Use of cellular phones, beepers or other means of remaining available for contact, which do not require any restrictions on an employee's whereabouts, are not compensable as 'on-call' time.

B. The current on-call rates are available at the HRAA Compensation and Classification web site.

C. Staff called in to work while 'on-call' shall receive compensation at their regular rate for time worked, plus overtime and shift premiums, if applicable. 'On call' pay ceases while the staff member is at work after responding to a call-in.

D. Time spent 'on-call' and travel time to and from work shall not be considered as time worked, but 'on-call' pay must be included in the calculation of overtime pay for any work week for which an employee receives both 'on-call' and overtime premium compensation.

E. Staff members required to remain on University premises, or so close to the premises that they cannot use their time effectively for their own purposes, are working and not 'on-call'. All such hours are to be reported as time worked and are excluded from II, A. above.

F. Staff are not eligible for "call-back" pay during periods when they are 'on-call'.

Related links:

SPG 201.06	Call Back Pay
SPG 201.38	Overtime Pay
SPG 201.55	Shift Premium