

ON-CALL / CALL-OUT PROCEDURE

On-Call - A minimum of one employee in each auxiliary department will be on-call each week.

Employees are on-call for one week on a rotational basis. The on-call work-week is defined as Monday of one week at 6:00 a.m. through Monday of the following week at 5:59 a.m. Employees on-call will be paid for actual hours worked in addition to a minimum of 6 hours during the defined work-week (3 hours for Monday through Friday and 3 hours for the weekend.) If the on-call employee fails to answer his/her phone while they are on call, they may not be paid the three (3) hours for the week or weekend as it applies to when the call was not answered.

Emergency call outs - It may be necessary for on-call employees to call-out additional departmental employees to respond to emergency situations. Employees who are called out will be paid a minimum of 2 hours (including travel) for the first call. If more than one call occurs in a 24-hour period, the employee will be paid for total actual hours worked or 2 hours, whichever is greater. [Example: An employee is called out to respond to an emergency and the total time involved is one (1) hour. Later in the day, the same employee is called again, and the time involved for the second call is two (2) hours. For the two calls, the employee is paid for three (3) hours].

Stand-by - All supervisors/specialists are on stand-by status each week. There is no compensation for stand-by status unless the employee actually responds to a call-out. If called out, the procedures for emergency call-outs will be followed.

All hours worked in excess of 40 hours in a week will be compensated at 1.5 times the regular hourly rate. Employees called out on holidays (per CISD calendar) will receive double time pay. Time will be documented in the Kronos system, when possible. All employees are subject to on-call, emergency call-outs, and stand-by. Those employees who fail or refuse to respond to this requirement may be subject to disciplinary action.

Employees shall use the Kronos Mobile application on their District issued phones to record their time for on-call, stand-by, and emergency call outs. The employee will punch himself/herself in using the Kronos Mobile application when leaving their home to respond to the District need and punch themselves out on the Kronos application when returning back home. Employees will still be required to submit a call out form with the employee identification number, work order identification number, campus where overtime was required, the punch in and out times when using the Kronos Mobile application, and the number of hours being claimed. This form shall be submitted to the employee's supervisor/coordinator for their signature. If the punch in times are less than the minimum call-out of two (2) hours the Kronos Timekeeper Manager will edit the times in Kronos to reflect the call out minimum of two (2) hours.

Holiday Work - On-Call – Call Out Payroll Procedures

1. The following holidays are paid holidays and any Custodial or Maintenance employee who works on these specific days (or the day given to celebrate these days -i.e. Friday before New Years), will be paid at an OVERTIME rate for the actual hours worked on that day. The employee will also receive their holiday pay; which, would equal double time and a half for those hours. The Payroll Specialist moved the actual hours worked to OVERTIME on Kronos. The employee is responsible for clocking in and out and for turning in their call out form.

- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Fourth of July