

MEMORANDUM

TO: Maintenance/Custodial Department Employees
FROM: Marshall Schroeder
DATE: September 29, 2011
RE: On-Call, Emergency Call-Out, and Stand-By Procedures

Effective October 10, 2011, the following procedures will be used for on-call, emergency call outs, and stand-by situations. These procedures apply to all auxiliary departments.

1. On-Call:
 - a. A minimum of one employee in each auxiliary department will be on-call each week.
 - b. Employees are on-call for one week on a rotation basis.
 - c. The on-call workweek is defined as Monday of one week at 6:00 a.m. through Monday of the following week at 5:59 a.m.
 - d. Employees on-call for the full-week are compensated for a minimum of 6 hours during the defined workweek (3 hours for Monday through Friday, and 3 hours for the weekend).
 - e. Employees on-call will be paid for actual hours worked in excess of the minimum 6 hours per work week, if additional time is required.

2. Emergency call outs:
 - a. It may be necessary for on-call employees to call-out additional departmental employees to respond to emergency situations.
 - b. Employees who are called out will be paid a minimum of 2 hours (including travel) for the first call.
 - c. 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].

3. Stand-by:
 - a. All supervisors/specialists are on stand-by status each week.
 - b. 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.

4. All hours worked in excess of 40 hours in a week will be compensated at 1.5 times the regular hourly rate.

5. Employees called out on holidays (per CISD calendar) will receive double time pay.

6. Time will be documented in the Kronos system, when possible.