

109 – ON-CALL REQUIREMENTS

- A. An employee may be designated to provide on-call support services. If an employee is designated to provide on-call services, the employee's supervisor must provide advance notice, in writing, of the period of time during which the employee will be on-call.
- B. An employee who is on-call must be available to respond to the work place within one hour after a request for service has been made.
- C. A non-exempt employee who is required to be on-call will be compensated at the rate of one hour for each six hours the employee is on-call.
- D. If a non-exempt employee is required to respond to a request for service, the employee will be paid for the time spent in travel and time spent working. Compensatory time is earned if the employee has worked more than the regular 40-hour work week.
- E. A non-exempt employee who is required to be on-call on a holiday will be compensated as provided in sections C. and D.
- F. While an employee is on-call, the employee must adhere to the Court System's policies, including Policy 117 Alcohol and Drugs. Failure to do so may result in disciplinary action including dismissal.

Approved by the Supreme Court 4/1/12