

# Standard Practice Guide Policies

## On-Call Pay

201.36

**Applies to:** Regular staff with the exception of those represented by a bargaining unit

### 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 UHR Compensation and Classification web site at <https://hr.umich.edu/working-u-m/my-employment/compensation-classification/wage-schedules> (<https://hr.umich.edu/working-u-m/my-employment/compensation-classification/wage-schedules>).
- 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’.

### Notes

This SPG was reviewed in January 2017 with no changes.

### File Attachments

Printable PFD of SPG Section 201.36, On-Call Pay (<http://spg.umich.edu/sites/default/files/201x36.pdf>)

**SPG Number:**

201.36

**Applies To:**

Regular staff with the exception of those represented by a bargaining unit

**Date Issued:**

January 31, 2003

**Owner:**

University Human Resources

**Last Updated:**

January 31, 2013

**Primary Contact:**

University Human Resources

**Next Review Date:**

January 31, 2021

**Related Policies:**

Call-Back Pay (</policy/201.06>)

Overtime (</policy/201.38>)

Shift Premium (/policy/201.55)

**Related Links:**

UHR Compensation and Classification web site (<https://hr.umich.edu/working-u-m/my-employment/compensation-classification/wage-schedules>)

**Hard copies of this document are considered uncontrolled. If you have a printed version, please refer to the University SPG website ([spg.umich.edu](http://spg.umich.edu)) for the official, most recent version.**

© 2018 The Regents of the University of Michigan