

**ASHLEY COUNTY MEDICAL CENTER
PERSONNEL POLICIES**

TITLE/DESCRIPTION: **ON-CALL AND CALLBACK PAY**

EFFECTIVE DATE:
September 24, 2012

APPLIES TO:
ALL EMPLOYEES

APPROVED BY:
ACMC BOARD

POLICY:

An "on-call" employee is defined as a clinical (patient care) employee who is designated by ACMC to be available, after regular working hours, to report to work in the event emergency work has to be performed. The hospital will reimburse authorized employees who are eligible for callback pay on an hourly basis of \$2 an hour. If the employee is put on call then called back to work for their regular scheduled shift, the employee will be paid regular time. If the employee is on call for time other than their regular schedule, the employee will be paid K-time of time and a half their hourly rate. The employee must be on call to receive the K-time.

On-call pay is not payable when an employee is:

- Absent for illness
- Absent for funeral leave
- On a leave of absence
- not able or available for work.

If an employee is not "on-call", but is asked to report for work in an emergency situation and performs work, the employee will be paid a minimum of two hours at his or her base rate of pay. If an employee works more than two hours, the employee will be paid for actual time worked.

An "on-call" employee is required to furnish ACMC with a telephone number or be reachable through a long-range pager and be able to report to work in a prompt manner as determined by the hospital. On-call is determined by the department in which the employee works.

EFFECTIVE DATE OF THE PROGRAM: