

ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE	TITLE: Tribal Wide On-Call Pay Work Standards	ORIGINATION DATE: 09-16-2010 REVISION DATE: 09-23-2010 EFFECTIVE DATE: After last signature
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1.0 PURPOSE

- 1.1 To define the standards for tribal Department or Divisions who develop On-Call Work Standards or Procedures.

2.0 DEFINITIONS

- 2.1 On-Call Pay: pay to compensate employees who are required to be on-call and return to work by contact via pager or telephone in the event of an emergency.
- 2.2 Flex Time: a system which allows supervisors the ability to provide employees with flexible work schedules. The flexible work schedules allow various starting and finishing times, totaling 40 hours in the same work week.
- 2.3 Overtime: Hours worked beyond 40 hours within a work week.

3.0 WORK STANDARDS

- 3.1 Exempt employees are not eligible for on-call pay.
- 3.2 Any and all on-call pay must be kept to a minimum and must be approved by the supervisor and Area Manager level.
- 3.3 Supervisors should carefully weigh the costs and benefits of alternatives before authorizing on-call pay and fairly administer the on-call pay for the employees within the department or division.
- 3.4 The on-call employee is required to be drug and alcohol free while on-call.
- 3.5 Employees shall be notified in advance of being on-call.
- 3.6 If the employee must remain on site when the employee is on call, this would be considered hours worked. It is also considered hours worked if the employee has to remain so close to the work site that they cannot use their own personal time effectively for his or her own purposes.

- 3.7 Departments are responsible for recording and monitoring on-call time in the Kronos Time Keep system.
- 3.8 All on-call pay must be computed on a work-week basis.
 - 3.8.1 The supervisor may approve a flexible schedule for the employees.
 - 3.8.2 If the hours worked exceed 40 hours in a work week, the employee must be paid over time.

4.0 PROCEDURES

Supervisor

- 4.1 Research on-call pay for specific department staff.
 - 4.1.1 Include average on-call pay from at least three (3) sources.
- 4.2 Develop an SOP to address how on-call pay will be implemented with the department with specific staff titles affected. Send the SOP and research to HR for review.

HR

- 4.3 Reviews the three sources of on-call pay and SOP.
- 4.4 Reviews with appropriate Compensation Staff member
- 4.5 Recommends revisions or signs off on SOP.
 - 4.5.1 Upon approval, send to Hiring staff and department supervisor.

Supervisor

- 4.6 Sends to HR and Time and Attendance a list of employee names that are eligible for on-call pay according to the titles listed in the On-Call SOP.

Time and Attendance Staff

- 4.7 Creates code for on-call pay in the Kronos.
- 4.8 Informs HR and supervisor of the code.

HR

- 4.9 Enters on-call pay code to eligible employees.

Supervisor

- 4.10 Completes Kronos utilizing on-call pay codes for employees.

5.0 REFERENCES