

Idaho Department of Correction 	Standard Operating Procedure Human Resource Services	Control Number: 208.07.01.001	Version: 3.1	Page Number: 1 of 3
		Title: On-Call Scheduling and Reporting		Adopted: 1-10-2008 Reviewed: 3-4-2009 Next Review: 3-4-2011

This document was approved by Judith Gregory, director of the Human Resource Services, on 3/4/09 (signature on file).

BOARD OF CORRECTION IDAPA RULE NUMBER

[None](#)

POLICY STATEMENT NUMBER 208

[On-call](#)

POLICY DOCUMENT NUMBER 208

[On-call](#)

DEFINITIONS

[Standardized Definitions List](#)

On-call Time: Time when an employee is required to wear a pager or similar device, or to leave word at home or with the department where the employee can be reached if needed to work, and the employee can use the time effectively for personal purposes. On-call time is not considered as actual hours worked.

PURPOSE

The purpose of this standard operating procedure (SOP) is to establish guidelines, rules, and expectations for staff required to be available on an on-call basis for (1) response after regular work hours and weekends and (2) emergency situations.

SCOPE

This SOP applies to all employees of the Idaho Department of Correction (IDOC).

RESPONSIBILITY

Director, Division Chiefs/Administrators, Facility Heads, and District Managers

The director, division chiefs/administrators, facility heads, and district managers shall be responsible for

- Determining the need for on-call coverage, and
- Designating positions or individuals to provide on-call coverage.

Control Number: 208.07.01.001	Version: 3.1	Title: On-Call Scheduling and Reporting	Page Number: 2 of 3
---	------------------------	---	-------------------------------

Supervisors

Supervisors shall be responsible for

- Creating and maintaining an on-call schedule specifying who is on-call and for what periods, and
- Maintaining on-call leave balances.

On-call Employee

The on-call employee shall be responsible for

- Monitoring and following the on-call schedule,
- Ensuring he can be immediately contacted by either a paging device or other reliable communication while on-call, and
- Responding to the on-call situation within one (1) hour of receiving the call.

Note: The on-call employee must ensure his activities are limited enough to allow him to physically respond, if necessary, within the one (1) hour time-frame.

Table of Contents

General Requirements	2
1. Personnel Exempt from On-call Compensation	2
2. Calculation of On-call Time	2
3. Coding Timesheets for On-call Assignments	3
4. On-call Leave Accrual	3
References.....	3

GENERAL REQUIREMENTS

1. Personnel Exempt from On-call Compensation

The director, division chiefs, deputy chiefs/administrators, facility heads, deputy wardens, and district managers are exempt and ineligible to receive on-call compensation.

Note: Any exceptions to this exemption shall be considered on a case-by-case basis and must be approved by the director or division chief (as applicable) with notice to the IDOC's Human Resource Services (HRS).

2. Calculation of On-call Time

The calculation of on-call time uses the following formulas:

- One (1) overnight shift, 5 p.m. to 8 a.m. = one (1) hour
- Off-duty day, 24 hours = two (2) hours
- Designated holiday, 24 hours = four (4) hours.

Control Number: 208.07.01.001	Version: 3.1	Title: On-Call Scheduling and Reporting	Page Number: 3 of 3
---	------------------------	---	-------------------------------

3. Coding Timesheets for On-call Assignments

- On-call time (timesheet code OCE) will accrue as on-call leave earned to be taken off at a later date (timesheet code OCT).
- Each type of on-call shift is exclusive of the others. For example, if a holiday falls on a weekday, only the holiday will be used to calculate on-call time.
- On-call time is accrued independently of any time actually spent at work during the on-call period of time.
- Actual time spent responding by telephone or returning to the work station is to be reported as actual hours worked.

4. On-call Leave Accrual

- On-call leave accrued may be taken on an hour-for-hour basis with prior approval of the supervisor.
- There shall be no cash payment for accumulated on-call leave and such leave shall be forfeited upon separation of employment.
- The maintenance of on-call leave balances shall be the responsibility of the facility, district, division, or work center.

REFERENCES

IDAPA 15.04.01, *Rules of the Division of Human Resources and Idaho Personnel Commission*, Section 10, Definitions

United States Code, Title 29, Chapter 8, Fair Labor Standards

– End of Document –