



**Cochise College
District Board Policy**

Category: All Employees

Policy Number: 667

Title: Non-exempt On Call and Call In

Cochise College recognizes the need to provide support for critical systems outside of regular work hours and to fairly compensate non-exempt employees for performing on call duty and being called in to work outside regular work hours or while on planned leave.

**Procedure 667.1
On Call Assignment and Compensation**

On call assignments are at the discretion of department supervisors as approved by budget managers. An on call period shall begin at a time set by the department supervisor. During on call period, the employee is required to answer calls from a supervisor or campus security representative and must be able to respond to a call in request within 30 minutes.

Non-exempt employees assigned to be on call during off-duty hours shall receive a minimum of **five hours** of pay at an overtime rate for each seven day period in which the employee is on call. Non-exempt employees assigned to be on call for a period of time less than seven days, shall receive an equivalent, prorated amount of pay at an overtime rate.

**Procedure 667.2
Call In**

A non-exempt employee who is called in to work during an off-duty period shall receive a minimum of three (3) hours of pay at an overtime rate per occurrence or actual hours worked at an overtime rate, including travel time to and from work location, whichever is greater.

A non-exempt employee who is called to perform remote support shall be compensated a minimum of one (1) hour of pay at an overtime rate per occurrence or actual hours worked at an overtime rate, whichever is greater.