



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
On-Call Incentive Pay	DEAB – II	3	08/26/2025

### BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D – Personnel	Compensation Plan: Wage and Hour Laws	Compensation Plan: Wage and Hour Laws	08/26/2025

### PURPOSE

To establish a procedure for compensating maintenance employees who are required to provide emergency response after hours.

This procedure applies to all full-time maintenance employees in identified maintenance positions.

McLennan Community College shall compensate employees required to be in a scheduled on-call status for service during off-work hours.

- The Maintenance Manager in consultation with the Physical Plant Director will provide the approved schedule to the staff at the beginning of each fiscal year so eligible individuals can appropriately plan their time and be compensated. Any requested changes should be made in writing to supervisor as soon as possible prior to the needed change.
- Only Maintenance employees are eligible for on-call compensation.

All non-exempt Maintenance staff identified as eligible will be required to participate in the on-call program.

New employees assigned to Maintenance will be eligible to begin participating in the on-call schedule after successfully completing a training period.

The on-call period of coverage will be weekly. The employee will be considered on-call any hours after maintenance office closing.

On-call employees who resolve issues remotely or are called back to work after regular work hours are eligible for on-call compensation. They will be compensated at time and a half for the number of callback hours worked (rounded to the nearest quarter hour). To be compensated for remote resolution, the work must have taken more than 8 minutes to resolve in total.



An employee does not have to be physically at work 40 hours before receiving time and a half for call-back hours worked. All call-back time worked must be reported on the employee's regular time card. The default for call-back hours is compensatory time. If an employee chooses to receive pay for the call-back time, a written request should be sent to the Maintenance Manager with the Payroll Specialist copied.

Employees who are scheduled or plan to work on additional or special projects during non-regular work hours are not eligible for an on-call incentive or call-back pay.

Employees scheduled as on-call shall be paid the standard incentive pay of \$100 per week. The incentive pay will be paid for each week the employee is scheduled on-call without regard to whether or not the employee is called in to work. On-call pay must be reported on the employee's completed on-call time card as 1 hour worked on the first day of the scheduled week. Maintenance personnel will receive the weekly incentive when the employee is on-call for at least 4 nights during their assigned week. Any employee who assumes the on-call status of a co-worker will be paid the weekly incentive provided that they are on call for 4 or more days.

Travel time to and from an event when a scheduled on-call employee has been called back to work outside of regular work hours is considered compensable for employees designated as on-call and other employees who may be called in to assist with an emergency.

An on-call period is designated in days by work week. A schedule on-call period shall not exceed seven (7) consecutive calendar days. Should extenuating circumstances create a need to have an employee on call for more than seven consecutive days, the supervisor shall receive prior approval from the Physical Plant Director. Every effort will be made to ensure that the same person does not work the same or a disproportionate number of major holidays.

On-call response requirements:

- Maintenance – Each on-call employee must be prepared to respond to all calls within thirty (30) minutes and report to the worksite within one (1) hour.
- On-call employees are not allowed to drink alcohol or use illegal/illicit drugs or any other substance that could impair the employee's ability to perform their job during their on-call coverage period. An employee on-call is not authorized to refuse to respond. Failure to respond to a call could result in disciplinary action up to and including termination of employment.
- Employees taking prescription medication that may impair their ability to safely and/or accurately perform their duties while on-call will notify their supervisor in advance of the need to take the medication that might require them to be taken off on-call rotation while on medication. The supervisor will notify the Chief Human Resources Officer who



will follow up with the employee. Verification of the limitations by the employee's healthcare provider may be required. Such employees will be removed from the on-call schedule during the period of impairment.

- The on-call employee must be willing to submit to a drug test should an injury occur while responding to a callback request.

## **PROCEDURES**

- A. The Maintenance Manager with the concurrence of the Physical Plant Director will select and identify those positions that are required to fill on-call duties based on the following guidelines:
  1. Employee must be a regular full-time employee;
  2. Employee will be capable of completing or handling any task or emergency that they may be called back to work to address while on-call; and
  3. The employee cannot be on an improvement plan or have any type of current disciplinary action pending. The supervisor and Human Resources determine eligibility.
- B. Eligible employees and the supervisor must submit an approved on-call time card indicating the on-call pay period and any callback or remotely worked hours to be eligible for on-call incentive pay.
- C. Abuse of this procedure could result in disciplinary action up to and including termination of employment.