I. Purpose/Introduction/Rationale

It is the objective of this procedure to define the compensation to be paid to certain classifications of service personnel for call-out duty. Call-out is defined as a Facilities Management condition occurring on Campus after normal working hours and requires emergency repair.

II. Scope

This procedure applies to all hourly service personnel within Facilities Management, including but not limited to all classifications of trades: mechanics, electricians, plumbers, carpenters, HVACR mechanics, grounds and custodians.

III. Procedure or Application

A. Administration
   1. For each call-out received after normal working hours, the service employee assigned to call-out duty will be paid at time and a half the regular hourly rate for all hours worked during the call-out with a minimum of three (3) hours being paid.
   2. If it becomes necessary to contact another service employee to resolve the service problem or due to number of calls received, the other employee subsequently contacted will receive also a minimum of three hours pay at time and a half the regular hourly rate.
   3. All service/trade personnel responding to call-outs are required to notify Campus Safety once they arrive on Campus and prior to departure and also punch a time card upon arrival and upon departure.

IV. Related Policies or Applicable Publications

N/A

V. Appendices/Supplemental Materials

N/A

VI. Rationale for Revision

N/A