

**INDIANA DEPARTMENT OF CHILD SERVICES  
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: HR-2-7

Effective Date: January 1, 2013

Version: 2.0

**POLICY TITLE: ON-CALL**

**OVERVIEW:** An overtime-eligible employee who is on-call shall be compensated when he/she is required to perform job duties or report to work. The employee will receive overtime compensation if his/her regular and call-back hours worked exceed 37.5 hours in a calendar week. Employees will receive straight overtime for hours worked between 37.5 and 40 hours in a calendar week. Employees will receive premium overtime for any hours worked in excess of 40 hours in a calendar week. Additionally, staff may compute mileage from his/her home address when claiming travel for work performed during on-call shifts.

**I. DEFINITIONS**

- A. On-Call: The period outside of normal work hours during which an employee is away from the worksite, but must be available to return to work within a relatively short period of time.
- B. Call-back hours: Any time an employee actually works during the on-call period.

**II. REFERENCES**

- A. [Fair Labor Standards Act \(FLSA\)](#)
- B. [State Personnel Standardized Policies](#)

**III. STATEMENTS OF PURPOSE**

- A. An overtime-eligible employee who is on-call shall be compensated when he/she is required to report back to work.
- B. Call-back hours will be recorded in 15 minute increments. Such time, including any commute time to and from work, shall be compensated at the applicable rate.
- C. Call-back hours performed will not result in a reduction of the employee's regular schedule.
- D. An overtime-eligible employee will be compensated for all hours worked at the appropriate rate. For more information on overtime, see the [State Personnel Department's Overtime Assignments Responsibilities and Procedures](#).
- E. In accordance with federal law, no employee may volunteer time for any activity that resembles part of his/her work duties.
- F. On-call DCS staff may use his or her home address as their workstation when claiming travel for on-call purposes.

**IV. PROCEDURE**

Call-back hours are to be recorded on the employee's Timesheet in PeopleSoft™ Time and Labor for the pay period in which the hours were worked.

**V. FORMS AND OTHER DOCUMENTS**

N/A

DATE: January 1, 2013  
John P. Ryan, Director  
Department of Child Services

A signed copy is on file.

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