

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

Policy Number: HR-2-7

Effective Date: July 1, 2005

Version: 1.0

**POLICY TITLE: ON-CALL**

**OVERVIEW:** An overtime-eligible employee who is on-call shall be compensated when he/she is required to report back to work. Additionally, he/she will be receive overtime compensation if his/her regular work hours and call-back hours exceed 40 hours in one work week.

**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](#)
- b. [State Personnel Standardized Policies](#)

**III. POLICY**

- 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 [DCS Overtime Policy](#).
- e. In accordance with federal law, no employee may volunteer time for any activity that resembles part of his/her work duties.

**IV. PROCEDURE**

- a. Call-back hours are to be recorded on the [Employee Attendance Report](#) for the pay period in which the hours were worked.

**V. FORMS AND OTHER DOCUMENTS**

- a. [Employee Attendance Report](#)

DATE: 06/08/05

James W. Payne, Director  
Department of Child Services

A signed copy is on file.