

Facilities Operations On Call Policy

Revised: n/a

FacOps/PPS No. 04.04.05

Issue No. 1

Reviewer: Assistant Director, Facilities Operations

Effective Date: 3/1/2016 (ENY)

Review Date: 3/18

01. POLICY STATEMENT

01.01 The purpose of this Facilities Operations (FacOps) Policies and Procedures Statement (PPS) is to establish and clarify expectations for on call assignment required of designated Facilities Operations trade shop employees.

02. VPFSS policies and procedures are stated in FSS/PPS 04.04.05.

03. ON CALL ASSIGNMENT PROCEDURES & EXPECTATIONS:

03.01 FacOps Shops Subject to On Call Assignment:

- | | |
|---------------------------|-------------------|
| a. Electric | 1 person all week |
| b. Facilities Maintenance | 1 person all week |
| c. HVAC | 1 person all week |
| d. Plumbing | 1 person all week |
| e. Structures | 1 person all week |

03.02 Assignment to On Call by Shop Supervisor:

- a. Shop Supervisors will maintain a rotating roster of his/her Shop employees' assignments to on call ensuring equitable distribution of assignment among all Shop employees required by their job titles to stand on call duty.
- b. Shop Supervisors will only assign new employees to on call duties when sufficiently familiar with their job duties and the campus, but not later than 180 calendar days from the initial date of employment in the job title for which on call assignment is required.
- c. Shop Supervisors will provide to the FacOps Administrative Assistant the name of the Shop employee who will be on call for that week's Monday – Monday on call assignment no later than 12:00 noon on the Monday the assignment begins.
- d. Changes to the on call assignment due to illness, injury, or other unforeseen circumstance must be forwarded by the Shop Supervisor to the Administrative Assistant as soon as known.

03.03 Assumption of On Call Duty

- a. A Shop employee assigned to on call duty may elect to switch or otherwise allow another employee to take his/her place on call. This should be done in advance and formally via petition to the Shop Supervisor and not informally via personal agreement. Ultimately, the employee on the official weekly “On Calls for this Week” roster e-mail is responsible for meeting on call expectations of performance and conduct.
- b. Except in extenuating circumstances, as determined by the Director, Facilities Operations, the Monday – Monday on call assignment will not be split between two or more employees.
- c. At his/her preference, an employee may be assigned to on call duty while on approved Vacation/FLSA/State comp leave. However, the expectations of performance and conduct as outlined in FSS/PPS 04.04.05 section 02.08 apply.
- d. When responding to an on call emergency while on vacation, time spent on call on campus properties, a minimum of two hours even if less than two hours:
 - 1) Will be deducted from the employee’s approved use of Vacation/FLSA/State comp leave for that day; and
 - 2) Will be designated as “additional hours worked” in SAP for timekeeping purposes, resulting in “straight time” per UPPS 04.04.16 since the employee will not have worked a full 40-hour week
- e. Failure to meet the expectations or performance and conduct of on call assignment outlined in FSS/PPS 04.04.05 and this FacOps PPS may result in disciplinary action.

03.04 Fitness for On Call Duty

- a. Any Shop employee who is assigned to on call but who becomes ill, injured, or otherwise unable to report for his/her regular work shift due to his/her physical malady may be deemed unfit for on call duty by supervisor. Should this occur, Shop Supervisors may elect one of the following options:
 - 1) Perform any and all on call responsibilities for remainder of the week-long shift with no financial compensation; or
 - 2) Assign another Shop employee in place of the on call employee who is unfit
- b. An employee who is unfit for on call assignment will receive no financial on call compensation for the 24-hour day(s) s/he becomes/is unfit.

- c. Once removed from on call assignment due to lack of fitness for duty, that employee will not return to on call assignment that week.

04. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

04.01 Major responsibilities for routine assignments associated with this FacOps/PPS include the following:

Position	Section	Date
Assistant Director for Facilities Operations	Review	March 1 (ENY)

05. CERTIFICATION OF STATEMENT

This FacOps/PPS has been approved by the following individuals in their official capacities, and represents Facilities Operations policy and procedure from the date of this document until superseded.

Assistant Director, Facilities Operations, Reviewer

Director, Facilities Operations

Approved: _____
Reviewer

Approved: _____
Director for Facilities Operations