

# GRAND TRAVERSE PAVILIONS

*Human Resources*

## **ON-CALL STATUS**

### **POLICY**

#### **PURPOSE**

To establish guidelines for the management of employees who wish to maintain on-call status with the Organization.

#### **PROCEDURE**

1. An on-call status employee does not work a regular schedule, shall gain no seniority rights, and may be terminated without cause.
2. Must work a minimum of 30 hours per schedule (4 weeks/2 pay periods).
  - A. Full-time hours may be allowed on a temporary basis. If requesting to work more than 15 hours per week, employee will need to include weekend/holiday availability. This will be granted on a case by case basis, while at the same time not allowing more than 1559 hours per rolling calendar year.
  - B. Grace periods of inactivity may be granted related to being away at school, or other temporary circumstances. These will be reviewed on an individual basis and will take into account job performance, attendance and amount of time missed compared to expected availability upon return. During this time security entry card/fob will be de-activated. Reactivation must be done in advance during normal business hours.
    1. Notification at least 2 weeks in advance of expected return date, verification that online in-services are complete and any in-person in-services have been scheduled with Staff Development. At that time, shifts can be added to the schedule.
3. Availability must be emailed to [scheduling@gtpavilions.org](mailto:scheduling@gtpavilions.org) in a timely manner, or other supervisor as appropriate.
4. All on-line and in-person in-services must be completed timely and compliance with any on-going protocols must be maintained.

5. Absence allowances will be commensurate with average hours worked. Excessive absenteeism for average hours worked may result in loss of shifts and /or termination. Makeups will be scheduled for weekend and holiday call-ins.
6. Eligibility to pick up shifts for the facility or from other staff, and/or any special pay shifts that may be available will be dependent upon consistent compliance with all listed requirements and acceptable attendance.
7. If the Organization does not require the services of an on-call employee for a period of two (2) consecutive calendar schedules, the Organization reserves the right to terminate employment.
8. A regular status employee who wishes to change to on-call status must terminate employment, and loses all seniority and other rights associated with regular status employment. The individual will be placed at on-call wage and may be requested to complete a new application for employment at the Organization's discretion.
9. The Organization reserves the right to grant/not grant on-call status to a regular status employee requesting a change to on-call status.
10. Should an on-call employee wish to assume a regular status position, the employee may complete a Job Posting form for an advertised (posted) position to be considered along with any other applicants. If selected for the position, the employment anniversary date shall be the most recent first scheduled work day of regular employment.