

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: Pager Policy

PROCEDURE NO: HR 700.12

REPLACES: PL11 (Pager Policy)

PAGE(S): 1

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PURPOSE:

1. To recognize that staff are inconvenienced by carrying a pager or cell phone for work purposes and provide adequate compensation and incentive for staff to perform this necessary duty.
2. To ensure that staff who are required to carry a pager or be available by phone during off hours are treated fairly and equitably.

POLICY:

Non-management staff who are assigned to carry a pager will receive a payment of \$1.50 per hour for the hours they have pager duty.

1. If staff are paged and have to report to work or perform work from home, they will receive their regular pay rate (or overtime pay rate, if they have worked sufficient hours to be eligible for overtime during that period) for hours worked.
2. Non-management staff reporting to Mennonite Village campus to respond to a page will be paid a one-hour minimum payment, beginning from the time the staff member leaves his/her home. Staff responding via phone only will be paid a 15-minute minimum. If staff surpass this minimum, hours will be paid as noted in 1 above.
3. Management staff do not receive additional compensation for carrying a pager. For the purposes of this policy, management staff not receiving pager compensation are those who are classified as FLSA-exempt.

PROCEDURE:

Non-management staff who are to be paid for pager duty will submit a record of dates and hours on pager duty to Payroll by the usual payroll deadline. These records shall include time on pager duty and time actually worked (if any) when paged/called. These records must be approved in writing by the staff member's supervisor.

Employees are discouraged from responding to emails during their off time. This policy applies to employees who are assigned to respond to work needs during off hours as approved by management.