



Title: West Campus/HSC on Call/Recall Policy	Policy Category: Human Resources
Issuing Authority: Administration & Finance	Responsibility: Human Resources
Publication Date: 11/14/2022	Next Review Date: 11/14/2025

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Policy Statement/Background:

None

Policy:

The items contained within represent Stony Brook University's policy for the appropriate and consistent use of on-call and recall. They do not supersede any existing agreements made between the State of New York and any of the bargaining units. See current UUP, CSEA and PEF contracts for standby on-call rosters and recall pay procedures.

Eligibility

- A full-time UUP-represented employee must be in an eligible title and area of assignment.
- A CSEA/PEF-represented employee must be on a certified line approved on an annual basis by the Division of the Budget in Albany.

Scheduling

- Eligible employees must have equal opportunity to be rotated on a written on-call schedule. Departments that do not have an on-call schedule but may require recall must likewise rotate the call so that all eligible employees have an equal opportunity to participate.
- Schedules for on-call assignment must be reviewed and approved by the manager or designee on a biweekly basis.

- Employees who are scheduled to be on-call but call in sick during their normal shift will have their on-call status taken by the next employee on the schedule, if possible.

Utilization

- The use of on-call/recall must be directly related to emergency operational needs.
- Recall is to be used on an emergent basis only; it cannot be planned nor scheduled.
- Recall begins when the employee arrives at the work site.
- An employee who is recalled must stay through the completion of the task.

Payment

- UUP represented employees do not receive both on-call and recall payments for the same period of time. The number of hours of recall will be deducted from the hours on-call, up to and including the minimum required per contract.
- PEF and CSEA represented employees receive both the on-call and recall hours worked even if the hours fall within the same period.
- Those recalled will be paid according to the respective Collective Bargaining Agreement.
- If an employee fails to respond or be available for recall while on-call, the employee will not be paid for the corresponding on-call hours. Repeated failures to respond will be addressed via progressive disciplinary action.
- If an employee works overtime, on-call will not be paid for the same period of time. Overtime and on-call hours may not overlap.
- Employees who are recalled more than once in a four-hour period will be limited to four hours pay unless they have actually worked more than four hours. **Employees shall not exceed two (2) recalls in an eight hour period.**

Documentation

- The "remarks" section of the time sheet must be used by the department head or designee to indicate reason for recall or overtime.
- The on-call/recall and/or overtime hours must be clearly indicated by the employee on the time sheet.

Responsibility

- Accurate completion of time sheets including the proper reporting and totaling of all hours is the employee's responsibility. At the time of submission to Time & Attendance, the department head or designee is responsible for ensuring that the time sheets are prepared accurately and completely, and that any usage of on-call/recall and/or overtime is in accordance with existing University policy and bargaining unit agreements.

- The Department head or designee must perform a biweekly review of their on-call/recall and overtime utilization in an attempt to eliminate non-essential usage and minimize on-call expense, and to ensure that the employee line number does not exceed the approved on-call budget/hours.
- On-call/recall and overtime usage and expenditures must be reviewed and justified by the department head or designee during the annual budget process. The department head or designee will be responsible for projecting and authorizing expenditures for overtime and recall. Prior year expenditures shall be submitted with request for renewal.

Definitions:

On-call: refers to pre-scheduled time periods during which eligible employees have left the work site, but are required to be available for recall to the work site. Additionally, they must be accessible at all times during the on-call period for telephone consultation.

Recall: is defined as unscheduled overtime not contiguous with the employee's scheduled work period. The employee that is on-call must be able to report to work within 30 minutes. There must be a break in service between the employee's regular scheduled hours and the recall hours which indicates that the employee has left the work site.

Overtime: refers to non-emergent or preplanned hours worked either immediately before or after an eligible employee's regular shift or planned during an eligible employee's regular shift for off-shift hours.

Work site: shall mean all property associated with Stony Brook University, which includes the Health Sciences Center, University Hospital, Stony Brook West Campus, Stony Brook Southampton Campus, Stony Brook Manhattan Campus, and Research and Development Park, and all other sites affiliated with Stony Brook University.

Contact:

Additional information about this policy is available here:

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Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

None