Name of Policy: On call pay.

Policy Number: 3364-25-40

Approving Officer: President

Responsible Agent: Associate Vice President of Human Resources

Scope: The University of Toledo – Health Science Campus Only

Key words: on call non bargaining unit, on call pay hourly employee, on call schedule

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(A) Policy statement

Human Resources will identify departments or areas on the Health Science Campus that require on call coverage and will advise and coordinate with supervisors in those departments or areas.

(B) Purpose of policy

To provide procedures for maintenance of an on call schedule and compensation.

(C) Scope

This policy applies to hourly non-bargaining unit employees on the Health Science Campus.

(D) Procedure

1. Supervisors in the identified departments or areas will maintain an on call schedule for eligible employees and record the time on the designated time keeping system. Such eligible employees will receive two dollars ($2.00) per hour that they are scheduled to be on-call.

2. Maintenance and safekeeping of any electronic equipment of the University for notification purposes is the responsibility of the employee to whom the equipment is issued.

Approved by:

Lloyd A. Jacobs, M.D.
President

June 26, 2014

Date

Policies Superseded by This Policy:

Previous 3364-25-40, effective date May 5, 2011

Initial effective date: May 5, 2011
Review/Revision Date: June 26, 2014
Next review date: June 26, 2017

Review/Revision Completed by:
Associate Vice President, Human Resources, HRTD