

**SUBJECT: ON - CALL WORK**

CUPE Local 3799 and Exempt Group Employees receiving calls at home which require their attendance on campus at other than their normal work hours will be compensated in accordance with the relevant provision of their collective agreements/handbook.

Where the required work to respond to the call can be performed from home (e.g. via computer modem), employees will be compensated at the applicable overtime rate for the time that was required. All calls shall be documented (who, when, why, etc.) as well as the action(s) taken. Consistent with the overtime provisions in the appropriate collective agreement handbook, on-call work performed from home will be paid where more than 15 minutes of work is logged in a day, and will be paid in thirty (30) minute increments.