

**SALT LAKE COUNTY
ON-CALL AGREEMENT**Employee Name:

Employee ID:

Elected Office/Department: Division: Supervisor Name:

Reference: [Fair Labor Standards Act as amended](#)
[Human Resources Policy and Procedure 5-100](#)

AGREEMENT TERMS & CONDITIONS

I hereby agree to be placed on "on-call" status and understand that management has required that I make myself available to return to work during management specified dates and time frames.

I acknowledge:

1. I have freedom of movement in personal matters and that I am not being restricted to a specified location, but will make myself available for call to duty.
2. I will respond to a call or page within 15 minutes. If I am required to report to a specified work site, I will do so within 30 but no more than 60 minutes. (Note: employee and management may establish different response times based on employee and agency needs. However, the employee will not be required to physically respond in less than 30 minutes.)
3. I will be compensated at my regular hourly rate for "on-call" time at a rate of four hours of straight time pay for each week of 168 continuous hours I am assigned to be on call. For periods of less than seven (7) days the minimum premium pay shall be pro-rated and rounded to the nearest whole hour
(6 days = 3 hours; 5 days = 3 hours; 4 days = 2 hours;
3 days = 2 hours; 2 days = 1 hours; 1 days = 1 hours)
4. All "on-call" time accrued is to be recorded on the County approved time sheet corresponding to the day the on-call time was earned; on-call time shall not be recorded as hours worked.
5. Any time actually worked during the "on-call" period shall be recorded on the time sheet consistent with Human Resources Policy and Procedure 5-100.
6. If management arranges for a substitute to cover my "on-call" shift for any reason, I will not be eligible for "on-call" compensation for that same shift.
7. Any breach of this agreement by the employee may result in disciplinary action.
8. Designation and placement of an employee on-call is a management decision; it is not an employee right of job entitlement.
9. This agreement may be terminated at any time by management, with or without prior employee notification.

Employee Signature/Date: **I authorize the above employee to work "On-Call" as specified in this agreement.**Supervisor Signature/Date: