



## Victory Programs – Policy for Employees On-Call

Employees in certain programs may be required to respond to calls from the program outside of their regular work hours. Time spent being “on-call” by itself is not counted as hours worked. Nevertheless, Victory Programs pays employees who are assigned to be on-call a weekly stipend (currently \$75/week) even if the employee never receives a call or performs any other work while on-call during that week.

Actual work performed during on-call periods, such as answering a call or going to the program, is counted as hours worked and is included in determining whether a non-exempt employee has worked any overtime (i.e., over 40 hours) in a workweek. Victory Programs pays its hourly employees for all hours they work and pays time and a half for all hours over 40 in a workweek.

For example, if the on-call employee goes to the program (or other location) to address a situation that takes three hours to resolve, then the on-call employee should record that s/he worked three hours. Victory Programs would then add those three hours to the other hours the employee worked in that week. If the employee’s total hours in the workweek exceed 40, the employee will be paid time and a half for those overtime hours.

Because employees performing on-call work typically respond to calls independently, it is essential that they accurately record all of the time they actually work. This means, for example, that if an on-call employee talks on the phone with another employee for half an hour to resolve a problem, the on-call employee should record that s/he worked for one-half hour during those on-call hours. Ideally, the employee should record the time at which s/he started responding to a call and the time at which s/he finished responding to a call along with the nature of the call. This information should be submitted to the supervisor who will review and sign the form and have it properly processed within Paycom.

Accurate time-keeping is essential to ensuring employees are paid correctly for the work they perform. Accordingly, failure to keep accurate records may result in disciplinary action up to and including termination. In addition, falsification of time records is taken very seriously and may result in immediate termination without advance warning.