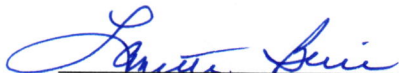


**LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 4531-18
CATEGORY: Human Resources
CONTENT: Administrative On-Call
EFFECTIVE DATE: March 10, 1997
Revised: December 7, 2001
Reviewed/Revised: August 24, 2007
Reviewed: August 22, 2008
Reviewed: October 26, 2009
Reviewed: October 20, 2010
Reviewed: October 17, 2011
Reviewed: March 31, 2014
Reviewed: March 18, 2015
Reviewed: March 17, 2017
Reviewed: December 18, 2018

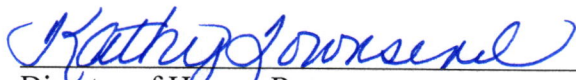
INQUIRIES TO: Human Resources Administration
LSU Health Care Services Division
Post Office Box 91308
Baton Rouge, LA 70821-1308
Telephone: (225) 354-4843 Fax: (225) 354-4851



Deputy Chief Executive Officer
LSU Health Care Services Division

12/21/18

Date



Director of Human Resources
LSU Health Care Services Division

12/18/18

Date

**LSU HEALTH CARE SERVICES DIVISION
ADMINISTRATIVE ON CALL POLICY**

I. POLICY STATEMENT

It is the policy of the LSU Health Care Services Division (HCSD) to provide administrative coverage at the Hospital after normal operating hours and on weekends. It is further the policy of HCSD to compensate its classified employees in a fair and equitable manner for services performed on behalf of the agency.

NOTE: Authority for Classified employees in accordance with Civil Services Rule 6.28(b)

II. APPLICABILITY

This policy shall apply to classified employees within the HCSD system.

III. RESPONSIBILITIES

It shall be the responsibility of the Hospital Administrator to establish written procedures for an internal Administrative on-Call rotation for their hospital.

IV. PROCEDURE

Written procedures will include, at a minimum, the following

A list of positions which will serve as “administrator on-call”. No administrative staff will be regularly scheduled to be on-call more than once in a three week period

An established time frame each “administrator on-call” will be responsible. Guidelines shall include at a minimum, the following

- Must wear a mobile device at all times during the on-call period
- Must be able to return to the facility within a 45 minute time frame if needed
- Must return phone calls within 15 minutes of being paged/notified

V. COMPENSATION

Administrative on-call will be compensated as follows for classified employees:

At a rate of \$2.25 per hour for each hour the classified employee is serving on-call or the equivalent value in compensatory time.

NOTE: Refer to Civil Service General Circulars No 929 and No 1110

VI. EXCEPTIONS

Requests for exception to this policy shall be submitted in writing to the HCSD Human Resources Department for approval by the HCSD Deputy Chief Executive Officer.