


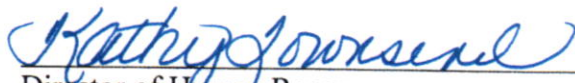
**LSU HEALTH CARE SERVICES DIVISION  
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 4531-18  
CATEGORY: Human Resources  
CONTENT: Administrative On-Call  
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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 be applicable to all classified employees at the HCSD Administrative Office (HCSOA) and Lallie Kemp Medical Center (LAKMC). LAKMC may issue internal policy and/or procedure as applicable or required.

**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.