



# University of Colorado at Boulder

## Compensation Guidelines for Classified Staff

### On-Call Pay Designation Request Form

For Classified Staff

On-call pay is additional pay beyond base pay for eligible employees specifically assigned, in advance, to be accessible outside of normal work hours and where freedom of movement is significantly restricted. Use this form to document justification of on-call pay for a position in a class not already designated as eligible for on-call pay in the state of Colorado compensation plan.

Employee Name:		HRMS Employee ID:	
Job class title:		Department:	
Effective Date:		Position Number:	
ES Reviewer:		Appointing Authority:	

Please check any of the following that apply to this position:

- Employee in this position EXPECTS to be called back into work during the on-call period.
- Employee in this position is severely restricted geographically during the on-call period.
- Employee in this position must be constantly available by telephone during the on-call period.
- Position is eligible for overtime (non-exempt under the FLSA).

Please complete the following (provide additional documentation if necessary):

- How often, and for what period of time, is this position typically on-call?
- Please provide information showing that comparable positions in the marketplace are compensated this way.
- Please document any recruitment or retention issues your department has experienced that are directly related to lack of on-call compensation.
- Any other relevant information?

This department has considered the financial implications of requesting on-call status for this position.

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Approval

\_\_\_\_\_  
Date