

Purpose:

The purpose of this policy is to provide guidelines regarding the process for hourly and salary non-exempt employees who are available during a certain timeframe to be on-call and return to work or otherwise be available to respond to emergency situations.

Policy:

Employees at certain locations may be needed to maintain an on-call status during certain scheduled timeframes. Management will provide employees who are needed to maintain an on-call status with a schedule when the employee will be on-call.

On-Call Requirements:

Unless otherwise advised, the employee is not required while on call to remain on the company or customer premises. However, the employee must remain available by phone or text while off site and be available to respond to messages within fifteen (15) minutes of receiving the message.

The employee would be expected to return to the company or customer premises within one (1) hour of responding to the message, unless otherwise directed by McAlister or the customer.

The employee is not required to restrict his or her activities while on-call, but the employee must remain free of the influence of alcohol or illegal drugs. In addition, the employee should not take any prescription medication that could adversely affect his or her ability to safely and effectively perform the job duties. If the employee has a concern with the ability to comply with this, the employee should consult with the Safety Director or Human Resources.

Employees who fail to respond when called may be subject to disciplinary action in accordance with McAlister's progressive disciplinary process.

Compensation:

Employees who are called back in to report to company or customer premises shall be paid for hours actually worked. Commuting time to the company or customer premises is not counted as hours worked when the employee is on-call and is called to work. Work time begins upon arriving at the company or customer premises and ends upon leaving the company or customer premises.

For hourly employees, hours actually worked that exceed 40 in the work-week will be paid at the time and a half rate. All hours worked that do not exceed 40 will be paid at the employee's regular rate.

For salary non-exempt employees, you will receive a base salary for the work-week. For actual hours worked that exceed 40 in the work-week, you will be paid an additional compensation at a time and a half rate based off your annualized salary.

Hourly and salary non-exempt employees are required to document all actual hours worked on a McAlister payroll timesheet and must submit the timesheet according to payroll guidelines.