

**INDIANA DEPARTMENT OF CHILD SERVICES  
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: HR-2-7

Effective Date: November 1, 2022

Version: 3.0

**POLICY TITLE: ON-CALL**

**OVERVIEW:** An overtime-eligible employee who is on-call shall be compensated when required to perform job duties or report to work. Employees will receive overtime compensation at the applicable rate when hours worked exceed 40 hours in a calendar week. Additionally, an employee may compute mileage from their home address when claiming travel for work performed during on-call shifts unless traveling directly to or from home and office.

**I. DEFINITIONS**

- A. Call-back hours: Any time an employee performs work during the on-call period.
- B. On-Call: The period outside of normal work hours during which an employee is away from the worksite but must be available to return to work within a relatively short period of time.
- C. Overtime: Hours worked in excess of 40 hours in a calendar week.

**II. REFERENCES**

- A. [Fair Labor Standards Act \(FLSA\)](#)
- B. [State Personnel Department's Overtime Assignments Responsibilities and Procedures](#)

**III. STATEMENTS OF PURPOSE**

- A. An overtime-eligible employee who is on-call shall be compensated when required to report back to work.
- B. Call-back hours will be recorded in 15-minute increments. Such time, including any commute time to and from work, shall be compensated at the applicable rate.
- C. Call-back hours performed will not result in a reduction of the employee's regular schedule.
- D. An overtime-eligible employee will be compensated for all hours worked at the appropriate rate. For more information on overtime, see the [State Personnel Department's Overtime Assignments Responsibilities and Procedures](#).
- E. In accordance with federal law, no employee may volunteer time for any activity that resembles part of the employee's work duties.
- F. On-call DCS staff may use their home address as their workstation when claiming travel for on-call purposes unless traveling directly to or from home and office, as these are commutes and not claimable for mileage reimbursement.

**IV. PROCEDURE**

Call-back hours are to be recorded on the employee's timesheet for the day in which the hours were worked.

**V. FORMS AND OTHER DOCUMENTS**

N/A

APPROVED

Date: October 4<sup>th</sup>, 2022

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