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LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

ANGÈLE DAVIS
SECRETARY

HUMAN RESOURCES MEMORANDUM NO. 05-037

TO: Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries and Directors

FROM: Mary V. Gloston *MVG*
Human Resources Director

SUBJECT: HR Policy #2E-0114, On Call Pay

DATE: November 3, 2005

The Department of Culture, Recreation and Tourism has received approval from Secretary Davis for implementation of Human Resources Policy #2E-0114, On-Call Pay effective July 25, 2005, for utilization by all offices within the department. The policy is attached for your information.

On-call pay is compensation when employees are **required** to be available for work status at times outside of the regular work schedule. On-call pay is primarily used in information technology organizations because staff is required to be on-call during abnormal hours of the day to address technology problems, i.e., start automated jobs, handle problems or error messages with computers/computer programs, telecommunication devices, etc. On-call may be utilized for other positions that require availability of staff resources, however, consideration of budget impact may determine utilization at this time.

Agencies or offices that wish to utilize on-call compensation must follow the procedures within this policy outlining parameters that meet agency-specific needs. In addition, this flexible pay tool has budgetary impact that must be considered in determining the rate of compensation. The PROCEDURE section of this policy further reflects requirements needed for implementation of the agency-specific on-call pay. It is my recommendation that offices discuss in advance with Human Resources to ensure all requirements are met as well as compliance with Civil Service Rule 6.28. The Office of State Library and the Office of Management and Finance, Information Services, have already taken advantage of this policy and implemented for some of their technology positions. I will be happy to share examples of their written procedures with you, if needed.

If you have any questions regarding this policy, please do not hesitate in contacting me.

MG:cm
Attachment
c: Personnel Liaisons

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