



## **DIAKON LUTHERAN SOCIAL MINISTRIES** **“ON-CALL” GUIDELINES**

*(Please print, sign and return to your local HR representative.)*

### **On Call Structure**

- The on-call program is available to direct care, hourly non-exempt nursing positions within Senior Living Services.
- Those staff members identified as on-call will be paid an established rate determined by the agency.
- There is no guarantee of hours, guarantee of continuation of hours or a routine schedule.
- Overtime will be based on hours worked over forty (40) hours from Sunday through Saturday (designated week); overtime must be authorized/approved.
- On-call employees are eligible for double pay when working on an identified holiday (Holiday policy).

### **Requirements**

- A minimum of one weekend (Friday, Saturday and/or Sunday) per month (minimum of 2 shifts) will be assigned.
- If the assigned weekend is not worked, an alternate weekend will be assigned; regardless of whether it was the decision of the employer or the employee.
- The following holidays will be assigned on a rotating schedule:
  - One winter/fall holiday: New Year’s Day, Thanksgiving Day, Christmas Day
  - One spring/summer holiday: Memorial Day, Fourth of July, Labor Day
- When a full-time or part-time vacancy occurs, on-call staff members may be asked to fill shifts to assist in covering the current vacancy.
  - Average hours worked during a six month period will be monitored. If an on call staff member’s hours worked average more than 15 hours per week (30 per pay) during that period, and there is a vacant position, the employee may be offered the current part-time or full-time equivalent position.

### **Failure to Meet Requirements**

- Failure to respond to ongoing requests for work may result in separation of employment.
- Two or more assigned weekends missed by an employee in a six month period, will result in separation of employment.
- More than one holiday assignment missed in a twelve month period will result in separation of employment.

This document does not constitute an expressed or implied employment contract for any specific period of time or guarantee hours of work. All employees of Diakon are considered to be hired at will. By providing these guidelines for on-call employees, Diakon is not relinquishing or limiting in any way the employment-at-will relationship between Diakon and its employees.

I have read the above information and understand its content and its application to me as an “on-call” employee of Diakon. I understand that in order to be paid the “on call” established rate I agree to fulfill the requirements and meet the obligations of the “on-call” guidelines. I also understand that this information is not to be considered an employment contract and that my employment can be terminated or modified by Diakon at any time and for any reason.

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Employee Signature

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Date

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Employee’s Printed Name