



Title: Compensation for time worked - back-up call	Policy
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POLICY TATEMENT

To describe payment for work performed during back-up call shifts and tracking/payment of time worked.

PURPOSE:

Full time and part time faculty will be compensated for time worked when called into the hospital while taking back-up call.

DEFINITION OF BACK-UP CALL:

Faculty who are on back-up call are not physically required to be in the hospital, unless their assistance is needed for patient care. When a faculty member is called into the hospital during back-up call, s/he will track the time spent in the hospital. Travel time is not included. Time will be compensated on an hourly basis, rounded up to the nearest hour.

PROCEDURES

- The faculty member will track their time spent in the hospital and report this to the Scheduling Coordinator within 7 days of the time worked.
- The Scheduling Coordinator will enter hours into QGenda
- The staff member who is processing the NSPs will pull the backup call data from QGenda
- The faculty’s time will be rounded to the nearest hour for compensation. The rate of compensation will be paid to faculty by via Non-Standard Pay form, which will be processed on a monthly basis.
- The time will be paid out by hour and is currently set at \$100.00/hour

DOCUMENT APPROVAL & TRACKING

Prepared by: Administration

Approved by: Eve Espey, MD, MPH



Approval: _____

7/2/2019

Chair, Department of Obstetrics and Gynecology

Date

SOP # / Version #	Effective Date	Supersedes	Review Date	Summary of Change(s)
Version 2	1/30/2019	Version 1	1/14/2019	Updated who hours are reported to
Version 3	7/2/2019	Version 2	7/2/2019	Updated timeline for reporting

Title:
 Owner:
 Effective Date:
 Doc. #