

STANDARD OPERATING PROCEDURE-GUIDELINE BACK-UP CALL: COMPENSATION FOR TIME WORKED

PURPOSE:

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

DEFINITION OF BACK-UP CALL:

Full time and part-time faculty will be compensated for time worked when called into the hospital while taking back-up call or when called in to perform in-hospital duties after hours. 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 or after hours, they will track their time spent in the hospital. Travel time is not included. Time will be compensated on an hourly basis, rounded up to the nearest half hour.


Additionally, faculty will be compensated for time worked in the hospital when called in outside of normal business hours to deliver private patients. For the purposes of this payment, normal business hours are defined as Monday through Friday 7am-6pm, not including holidays.

PROCEDURES:

- The faculty member will track their time spent in the hospital and report this via email to the department scheduler (Patricia Esquibel). The email must include time worked in hospital and the reason for being called in. This email should be sent within 48 hours of the actual time worked to allow for proper processing.
- The Department Scheduler enters the hours worked into Qgenda.
- In accordance with the monthly NSP deadlines, the Faculty Services Representative will run a report in Qgenda listing all back up/after hours time worked for the previous month. The FSR will process NSPs to compensate the faculty.
- Payment will occur on the regular monthly paycheck and will be one month in arrears (e.g. hours worked in April will be paid out in May).
- The time will be paid out by hour and is currently set at \$100.00/hour. Time will be rounded up to the nearest half hour for compensation.



APPROVALS:

SOP Owner:	Sarah T. Martinez	Date: 10/6/21
Chair Approval:		Date: 10/18/21
Effective Date:	October 1, 2021	