

 <p>CD-030700</p>	<h1 style="text-align: center;">NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p style="text-align: center;">"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always." Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	ISSUE DATE: 07/12/87	REVIEW/REVISED: 02/23/15
	EFFECTIVE DATE: 07/26/87	
TITLE: On-Call Duty Pay		

AUTHORITY:

- A. State Personnel Board Regulation 1.7.4.15 NMAC.
- B. Policy *CD-010100*.

REFERENCE:

None

PURPOSE:

To establish uniform guidelines for compensating employees who provide on-call coverage.

APPLICABILITY:

All employees who are required to provide on-call coverage.

FORMS:

Policy Acknowledgment form (*CD-030700.1*)

ATTACHMENTS:

None

DEFINITION:

- A. Employee: An incumbent occupying a Corrections Department position under the Classified Services.
- B. On-Call Time: For the weekdays, Monday through Thursday, previously assigned coverage beginning at 4:30 p.m. and ending at 8:00 a.m. on the following weekday. For weekends, previously assigned coverage beginning at 4:30 p.m. on Friday and running through 8:00 a.m., the following Monday.

POLICY:

- A. Employees will be compensated for providing on-call services.
- B. Compensation will be in accordance with the **Corrections Department Salary Plan (CD-032600)** regarding on-call pay or in accordance with the current collective bargaining agreement, whichever is applicable.
- C. The Department will provide a pager or cell phone to employees who are assigned to on-call duty. Any employee required to provide on-call coverage must remain in telephone or other electronic contact. If on unrestricted call-back status (unpaid), the employee is not restricted to his/her home, duty station or other central location. If on restricted on-call status (paid), the employee must report to work within one (1) hour, may not decline to return to work if contacted and must be fit for duty. Failure to adhere to the restrictions may result in disciplinary action. In the case of a call for Information Technology assistance, the employee must respond within one (1) hour and can perform call-back duties remotely or from central office location.
- D. Consumption of any alcoholic beverages while on restricted on-call (paid) is strictly prohibited.
- E. Only mental health counselors, maintenance, and Information Technology and the Office of Professional Standards staff shall be placed on-call (restricted status) unless otherwise authorized by the Secretary of Corrections.
- F. An on-call schedule shall be provided to Master Control.
- G. Employees who are on-call and are called to report to work will be compensated in accordance with State Personnel Board Rules, Department policies governing overtime and/or the Collective Bargaining Agreement (CBA).
- H. Employees who cannot be reached or fail to respond to a call may be subject to disciplinary action.
- I. Employees who are on-call and who are required to report for duty must ensure that they are fit to perform their duties, if required to report for duty. Employees who are not fit to perform the required duties may be subject to disciplinary action.

NO PROCEDURE FOLLOWS



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

02/23/15
Date

NEW MEXICO CORRECTIONS DEPARTMENT
Policy Acknowledgment

I, _____, acknowledge that I have received a copy of policy (*CD-030700 On-Call Duty Pay*) and I further acknowledge that it is my responsibility to become familiar with this policy and recognize that violations may result in disciplinary action. If I have questions or if I do not understand any provision of this policy, I will ask my supervisor.

Employee's Signature

Date

Original: Employee's Personnel File
cc: Supervisor's File
Employee