

Procedure No. 4-10-26
Replaces Procedure No. 4-10-26

Revised: 10-01-23
Issued: 01-01-97

SUBJECT: On-Call Employees

PURPOSE: To establish eligibility guidelines for on-call employees and to carry out the mandate of Human Resources Policy No. 4.

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On-call employees must meet the following expectations to maintain their job status:

1. Work a minimum of 40 hours per month. Exceptions must be approved by the employee's Program Manager.
2. Complete all required inservices prior to the expiration date of certifications.
3. Must maintain current telephone number and address through the HRIS system and notify immediate supervisor if this contact information has been changed.
4. Must be willing to train in all homes under Program Managers team.
5. Other expectations identified in the Performance Plan of the employee.

Woodhaven reserves the right to remove any on call employee from payroll for job abandonment if they fail to meet the above guidelines.

Approved by: _____
Human Resource Manager

Date: _____