##

## ON-CALL POLICY

This policy is intended to establish the process for <Organization Name>’s employees who take on-call shifts for the organization.

SCOPE

This policy applies to employees who are defined as “casual” as per their employment contract and their conditions of work.

POLICY

Employees may take up to [Insert # of shifts per week/month/etc].

Shifts are made available for employees via (Insert how employees know about available shifts).

Employees may contact (Insert person the employee contacts if they will be taking the shift). Shifts are allocated on a first come, first served basis; however, employees are required to have the necessary skills and abilities to fulfil the necessary job duties of the shift needing to be filled.

After 24 Hours

Should a shift be posted for longer than 24 hours without being claimed by another casual employee, a casual employee who has already taken two shifts that month is able to pick up the shift.

Note that taking on additional shifts is in no way a change to an employee’s casual status or employment category. Picking up shifts does not entitle an employee to subsequent available shifts.

In the unlikely event that an employee will incur overtime by picking up a shift, the employee is required to inform (Insert Person) prior to them accepting the shift.

**Procedures**

Insert any additional details re. the process for completing on-call shifts

Additional shifts must be approved by the [INSERT POSITION/TITLE].