

ON-CALL ASSIGNMENT

Employee's Name: _____ Pay Period: _____ On-call assignment Start Date: _____ Start Time: _____

Reason for assignment: _____ End Date: _____ End Time: _____

_____ \hat{I} Total hours covered by on-call assignment: _____

Division Manager signature

Date

ON-CALL DOCUMENTATION

**** TOTAL ON-CALL HOURS TO BE PAID ****

Total # hours covered by assignment (\hat{I} above) S Total # hours worked (from time card) S Total # leave hours (sick, vacation, other) . Total # hours on-call status

**** DOCUMENTATION OF HOURS WORKED IN RESPONSE TO CALLS TO DUTY ****

DATE & TIME of call to duty	REASON for call to duty	\hat{I} Travel Start TIME & LOCATION	Arrival TIME at Work Site	TIME Work Completed	\hat{D} TIME Completed Travel from Site	TOTAL (\hat{I} - \hat{D})

Employee signature _____ Date _____

Division Manager signature _____ Date _____