

TYLER INDEPENDENT SCHOOL DISTRICT

PAYROLL PROCEDURES

ON CALL DUTY

PURPOSE:

To establish procedures for processing payment to employees who are On Call outside of regular work hours.

PROCEDURE:

Each day an employee is required to be on call, they will be paid 1 hour of pay at their over-time rate.

PAYROLL PROCESSING:

On Call hours will be entered by the Payroll Department into the TEAMS System as Supplemental Pay under:

- 400 On Call – Security
- 401 On Call – Food Services
- 402 On Call – Maintenance

On Call duty is included in the payroll period that the duty is worked and paid on the appropriate pay check according to the Payroll Report Schedule posted on the Tyler ISD web site. On Call duty will be paid and not pooled.