
ON-CALL PAY

I. POLICY

It is the policy of the Department of Energy and Natural Resources (DENR) to implement an on-call pay policy to compensate an employee while on duty. This policy is established in accordance with [State Civil Service Rule 6.28\(b\)](#).

II. PURPOSE

The purpose of this policy is to compensate Louisiana Oil Spill Coordinator's Office (LOSCO) personnel while On-Call (On-Call Employee) to facilitate emergency oil spill response across the state.

III. APPLICABILITY

This policy is applicable to the job titles listed on the attached addendum for employees within the Louisiana Oil Spill Coordinator's Office (LOSCO).

IV. POLICY PROVISIONS

The On-Call Employee shall be paid at a rate of \$2.00 per hour while On-Call.

The On-Call Employee will receive spill notifications from both the Louisiana State Police hotline and the National Response Center via the rotating response duty phone and/or email.

Once a spill notification is received/reviewed, if warranted by the circumstances of the specific spill incident, the On-Call Employee must timely communicate and coordinate with other LOSCO personnel regarding the incident.

The On-Call Employee must provide timely coordination with the suspected responsible party, as well as local, state, and federal agencies regarding the incident.

The On-Call Employee must carry the duty phone at all times during the On-Call Period.

The On-Call Employee must remain at location/s such that he or she can report (to the office or to a spill incident anywhere within the State) within a reasonable timeframe.

The On-Call Employee must immediately notify his or her immediate supervisor if he or she cannot remain On-Call during his or her normal On-Call hours due to extenuating circumstances.

The On-Call Employee must be available during the On-Call period to travel statewide and stay overnight as necessary.

The On-Call Employee must remain Alcohol Free during the entire duration of his or her On-Call duty period.

When a holiday or other office closure occurs during an On-Call shift, employees will be eligible to receive On-Call pay unless they are already receiving overtime or K-time.

At no time will an employee receive On-call pay for the same hours as they are receiving overtime or K-time.

V. PROCEDURE

On-Call shifts will be assigned to LOSCO employees by the employee's supervisor.

The On-Call Pay begins when the employee finishes his or her regularly scheduled work day and ends when the employee begins his or her next regularly scheduled work day.

In the event that an incident occurs during the On-Call period that warrants a significant response (such as a site visit), the employee will switch from On-Call pay to straight overtime pay at the start of the significant response actions and resume On-Call pay upon conclusion of those actions.

The On-Call Employee must maintain, on a daily basis, the required documentation showing the actual On-Call Pay hours earned, as well as any straight overtime hours worked during the On-Call period.

All CATS entries must be made timely.

VI. QUESTIONS

Questions regarding this policy should be directed to the Human Resources Division.

VII. REVISION HISTORY

Date	Action
June 24, 2024	Policy Established

AUTHORIZATION:

Mark Normand, Jr., Undersecretary

ADDENDUM TO HUMAN RESOURCES POLICY NO. 39: ON-CALL PAY

Job Title	Job Code	Pay Level	Effective Date
Administrative Assistant 5	168080	AS-613	6/24/2024
Biologist 1	160700	TS-308	6/24/2024
Biologist 2	160710	TS-309	6/24/2024
Biologist 3	160720	TS-311	6/24/2024
Coastal Resources Scientist 1	159020	TS-308	6/24/2024
Coastal Resources Scientist 2	159030	TS-309	6/24/2024
Coastal Resources Scientist 3	159040	TS-311	6/24/2024
Coastal Resources Scientist Manager	159060	TS-317	6/24/2024
Environmental Scientist 1	150030	TS-308	6/24/2024
Environmental Scientist 2	150040	TS-309	6/24/2024
Environmental Scientist 3	150050	TS-311	6/24/2024
Environmental Scientist 4	172050	TS-312	6/24/2024
Environmental Scientist Manager	164890	TS-317	6/24/2024
Petroleum Scientist Administrator	173870	TS-322	6/24/2024
Policy Planner 3	126280	AS-617	6/24/2024