

5.2.1 On-Call/Standby and Callback

(a) Policy

- (1) California Correctional Health Care Services (CCHCS) and Division of Health Care Services (DHCS), California Department of Corrections and Rehabilitation (CDCR) must ensure that employees are compensated in accordance with the applicable Bargaining Unit (BU) Memorandum of Understanding (MOU) provisions (rank and file employees) or California Department of Human Resources (CalHR) policy (excluded employees), for On-Call/Standby assignments and/or Callback time.
- (2) Not all BU MOUs have negotiated the same provisions regarding On-Call/Standby and Callback. This policy serves to clarify the differences and similarities of the individual MOUs and provides guidance for excluded employees associated with the applicable BUs. The *On-Call/Standby Provisions and Compensation* matrix (Appendix 1) and the *Callback Provisions and Compensation* matrix (Appendix 2) are attached to identify which provisions are applicable to each BU referenced in this document.
- (3) Effective upon release of this policy and procedure On-Call/Callback hours may be compensated either in cash or accrued Compensating Time Off (CTO) provided the accrual of CTO does not exceed the established cap. The decision to allow cash compensation will be reviewed annually in March and will be determined based on the fiscal status of the Department.

(b) Procedure

(1) On-Call/Standby Assignment General Guidelines

- (A) When there is a requirement that an employee be available during specified off-duty hours to receive communication regarding a requirement to return to work and be fit and able to return to work, if required, this time is considered On-Call/Standby. The requirement to carry an electronic device or respond when contacted does not necessarily entitle the employee to On-Call/Standby compensation
- (B) Employees scheduled for On-Call/Standby assignments at a Correctional Treatment Center (CTC) (Appendix 3) are expected to return to the worksite in a reasonable amount of time. Please refer to the BU MOU for specific requirements.
- (C) For BUs that contain a Work Week Group (WWG) not authorized to receive overtime compensation (e.g., E and SE), but include a provision to compensate for On-Call/Standby, compensation shall be paid in cash or CTO provided the accrual of CTO does not exceed the established cap. Any accrual of CTO that will cause the balance to exceed the cap shall be paid in cash.
- (D) Additionally, CalHR Personnel Management Liaisons 2002-040 specifically states that excluded employees in WWG E (e.g., Chief Medical Executive [CME] and Regional Medical Executive [RME]) are not eligible for On-call/Standby compensation.

(2) On-Call/Callback Assignment for BU 16

For BU 16 employees (Dentists, Physicians, Podiatrists, and Psychiatrists), On-Call and Callback are defined as (BU 16, MOU Section 7.9 On-Call/Callback Assignment):

(A) On-Call Assignment

1. On-call assignment is defined as a work-shift which is performed in addition to the Unit 16 employees' regularly scheduled workweek in which the Unit 16 employee is:
 - a. Available by telephone or electronic paging device at all times; and
 - b. Normally immediately available to return to the facility for any required medical support deemed necessary by the employee. If the State deems it necessary, the State shall issue a Unit 16 employee an electronic paging device during an on-call assignment.
2. Those employees completing an on-call assignment of seven days shall receive eight hours CTO or eight hours compensation at management's discretion for each on-call assignment.
3. Unit 16 employees who complete on-call assignments of less than seven days shall receive pro-rata CTO or pro-rata pay.

(B) Callback Assignment

Unit 16 employees who are required to return to the institution for a work shift in addition to the Unit 16 employees' regularly scheduled workweek shall receive hour for hour credit (CTO) with four hours guaranteed. In addition to the hour for hour credit, and four hours guaranteed, Unit 16 employees shall be compensated for

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one hour (CTO) for travel time. If funds are available for cash compensation, the State may choose cash instead of CTO. It is at the State's discretion whether cash is paid or CTO is accumulated. Returns to the institution shall be documented.

(C) **NOTE:** Physician and Surgeons scheduled for On-Call/Standby assignments at CTCs are expected to return to the worksite within one hour of receiving telephonic communication. At non-CTCs, employees are expected to return within a reasonable length of time, relative to the patient's illness or injury.

(3) On-Call Assignment for Excluded Employees Affiliated with BU 16

Excluded employees in WWG SE affiliated with BU 16 (Chief Physician and Surgeon [CP&S], Supervising Dentist, Chief Psychiatrist, etc.) may be eligible to receive On-Call compensation. For example, when such an employee is acting as the treating physician because a rank and file physician is not available or a Physician Assistant (PA) or Nurse Practitioner (NP) is On-Call, the On-Call compensation will apply. The same conditions, restrictions, and definitions for On-Call compensation that apply to rank and file employees in BU 16 also apply to excluded employees affiliated with BU 16.

(4) Callback Time for BU 18

For BU 18 (Psychiatric Technician and Senior Psychiatric Technician), Callback is defined as (**NOTE:** The BU 18 MOU has no provision for On-Call Assignments):

(A) BU 18 MOU Section 5.3 Callback Time

An employee who has completed a scheduled work shift, or an employee on an authorized day off, when ordered back to work shall be credited with a minimum of four hours work time at the employee's appropriate rate of pay provided the call back to work is without having been notified prior to completion of the work shift and the work begins more than two hours after the completion of the scheduled work shift.

(5) Standby/Callback Assignment for BU 19

For BU 19 (Health and Social Services/Professional) employees who are covered by the Fair Labor Standards Act (FLSA), Standby and Callback are defined as:

(A) BU 19, MOU Section 6.3 Standby

- a. For covered employees, standby is defined as the express requirement that an employee be available during specified off-duty hours to receive communication regarding a requirement to return to work. It shall not be considered standby when employees are contacted or required to work but have not been required to be available for receipt of such contact.
- b. Each department, or designee, may establish procedures with regard to how contact is to be made and with regard to response time while on standby.
- c. An employee who is required to be on standby status will be compensated in the following manner: for every four hours on standby, an employee shall receive one hour of compensating time off. For every hours on standby or major fraction thereof (30 minutes or more), an employee shall receive fifteen minutes of compensating time off.
- d. No standby credit will be earned if the employee is called back to work and receives callback credit during any given four-hour period.
- e. Standby and CTO credited as a result of standby shall be considered time worked for purposes of qualifying for overtime.
- f. At the discretion of the State, CTO credited as a result of standby may be paid in cash to the employees.

(B) BU 19, MOU Section 6.2 Voluntary Callback

1. For employees who are covered by the FLSA, the State will credit a Unit 19 employee with a minimum of four hours regular work time for an authorized callback when an employee is called back to work after completion of his/her regularly scheduled work shift and has left the work premises.
2. Callback credit will commence when the employee begins work and will terminate when the employee stops working. However, hours worked which are contiguous to an employee's regular working hours, which may include a meal period after completion of a regular work shift, will not be considered callback.
3. At the discretion of the State, callback credit may be paid in cash to the employee.

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(6) BU 19 Exception

On-Call/Callback Assignment for BU 19 Specific WWG E Employees

(A) Per the MOU side letter signed September 3, 2014, for BU 19 FLSA-excluded employees (Psychologist – Clinical, Correctional Facility [CF]; Sr. Psychologist, CF [Specialist]; and Clinical Social Workers [Health/CF]-Safety), On-Call and Callback are defined as:

1. On-Call Assignment

- a. On-Call Assignment is defined as a work-shift which is performed in addition to the Unit 19 employees' regularly scheduled workweek in which the Unit 19 FLSA exempt employee is:
 - 1) Available by telephone or electronic paging device at all non-work times; and
 - 2) Normally immediately available to return to the facility for any required mental health duties deemed necessary by the employer.
- b. If the State deems it necessary, the State shall issue a Unit 19 employee a cell phone or electronic paging device during an on-call assignment.
- c. Unit 19 employees will receive eight hours CTO or eight hours of compensation, at managements' discretion, for each completed on-call assignment of seven days.
- d. Unit 19 employees who complete an on-call assignment of less than seven days shall receive prorated in either cash or CTO, at the employer's discretion.

NOTE: Excluded employees covered under the side letter agreement referenced above are not subject to the requirement to return to the institution within one hour of receiving a call that requires them to do so.

2. Callback Assignment

- a. Unit 19 exempt employees who are required to return to the institution for a work shift in addition to the Unit 19 employees' regularly scheduled workweek shall receive hour for hour credit (CTO) with four hours minimum work guaranteed. The four hours begins when the employee arrives at the institution.
- b. Unit 19 employees called back to an institution, under the provisions of 6.XA, and who then leave and are called back again within the same four hour period, shall only be compensated for additional hours worked beyond the four hour call back guarantee.
- c. In addition to the hour for hour credit, and four hour minimum, Unit 19 employees shall be compensated one hour for travel time. Compensation shall be either CTO or cash, at the employer's discretion. Returns to the institution shall be documented.
- d. Unit 19 employees called back to an institution during a holiday shall receive either pay or CTO in accordance with Section 8.1 (Holidays), paragraph (I).

NOTE: Compensation for on-call/callback assignment shall not exceed 24 hours in any one-day period.

(7) Standby/Callback Assignment for BUs 1, 4, 11, 15, 17, and 20

For BU 1 (Administrative, Financial, and Staff Services), 4 (Office and Allied), 11 (Engineering and Scientific Technician), 15 (Allied Services), 17 (Registered Nurse) and 20 (Medical and Social Services), Standby and Callback are defined as:

(A) BUs 1, 4, 11, 15, 17, and 20 MOU Section 19.12 Standby Time

1. "Standby" is defined as the express and absolute requirement that an employee be available during specified off-duty hours to receive communication regarding a requirement to return to work, and be fit and able to return to work, if required. It shall not be considered standby when employees are contacted or required to return to work but have not been required to be available for receipt of such contact.
2. Each department, or designee, may establish procedures with regard to how contact is to be made (e.g., electronic paging device, phone) and with regard to response time while on standby.
3. An employee who is required to be on standby status will be compensated in the following manner: for every eight hours on standby, an employee shall receive two hours of CTO, which may be prorated on the basis of fifteen minutes CTO for each one hour of standby. Standby may not be scheduled in less than one-hour increments.
4. No Standby credit will be earned if the employee is called back to work and receives call back credit.
5. Standby and CTO credited as a result of standby shall not be considered time worked for purposes of qualifying for overtime.

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(B) BUs 1, 4, 11, 15, 17, and 20 MOU Section 19.11 Callback Time

An employee who has completed a normal work shift, when ordered back to work, shall be credited with a minimum of four hours work time provided the call back to work is without having been notified prior to the completion of the work shift, or the notification is prior to completion of the work shift and the work begins more than three hours after the completion of that work shift.

(8) On-Call Assignments for Mid-Level Practitioners

(A) PAs and NPs may be scheduled to provide On-Call services. PAs, NPs, and rank and file physicians shall be scheduled on an equal basis with no individual or group receiving preferential treatment.

(B) Because there is a requirement that the PA or NP be supervised by a physician, when a PA or NP is placed On-Call, a CP&S, CME, or the RME is required to be On-Call as well.

(9) Compensation

(A) The employee can elect to receive pay or CTO; however, if the receipt of CTO will result in exceeding the established cap, the portion exceeding the cap must be paid and not accrued. Callback compensation shall be at the straight time hourly rate. Exception to this policy for BU 19 FLSA-excluded employees refer to BU 19 compensation.

(B) **NOTE:** Employees in WWG E and SE are not eligible for Callback compensation unless specifically stated in the BU contract.

(10) BU Matrix Headquarters and Field

The *Bargaining Unit Matrix Headquarters and Field* guide (Appendix 4), outlines the BUs, unions, classifications, and WWG for the BUs referenced in this policy.

(11) On-Call and Callback Authorization form (CCHCS SB01)

(A) All employees who are on authorized On-Call/Standby and Callback status are required to complete the [Call/Standby Authorization form \(CCHCS SB01A\)](#).

(B) Prior to the On-Call/Standby start date, the manager/supervisor assigning the On-Call/Standby must complete sections 1 through 9, and sign and date sections 11 and 12 of the CCHCS SB01A. At the completion of the assignment(s), the employee must complete Section 10 of the CCHCS SB01A and both the manager/supervisor and the employee will sign and date sections 13 through 16 of the CCHCS SB01A.

(C) In addition to the CCHCS SB01A, the [Callback Authorization form \(CCHCS SB01B\)](#) must be completed by the employee for Callback assignments and submitted to the manager/supervisor. The manager/supervisor is responsible for the review and approval of all Callback assignments documented by the employee on the CCHCS SB01B.

(D) Employees are responsible for ensuring that all approved On-Call/Standby and Callback time documented on the CCHCS SB01A and CCHCS SB01B are accurately reflected on the CDCR 998-A, Employee's Record of Attendance. Managers/supervisors are responsible for verifying that On-Call/Standby and Callback hours reflected on the CCHCS SB01A and CCHCS SB01B are accurately documented on the CDCR 998-A. Managers/supervisors are also responsible for approving and signing the CDCR 998-A once the information has been verified. If the hours documented on the CDCR 998-A do not reflect the On-Call/Standby and Callback hours as documented on the approved CCHCS SB01A and CCHCS SB01B, the CDCR 998-A shall be returned to the employee for correction.

(E) At no time should the manager/supervisor approve On-Call/Standby or Callback hours that are not accurately reflected on the CCHCS SB01A and CCHCS SB01B, and CDCR 998-A.

(F) The manager/supervisor and the employee shall keep a copy of the CCHCS SB01A and CCHCS SB01B, and the originals shall be submitted with the CDCR 998-A.

Appendices

- Appendix 1: On-Call/Standby Provisions and Compensation
- Appendix 2: Callback Provisions and Compensation
- Appendix 3: Correctional Treatment Centers
- Appendix 4: California Correctional Health Care Services, On-Call and Standby Bargaining Unit Matrix, Medical, Mental Health, and Dental Classifications

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References

- Code of Federal Regulations, Title 29, Subtitle B, Chapter V, Subchapter A, Part 553, Subpart A, Section 553.21(3)(A)
- State of California Labor Code, Section 204.3(1)
- California Department of Human Resources, Memorandums of Understanding July 2, 2013 through July 1, 2016, Bargaining Units 1, 4, 11, 15, 16, 17, 18, 19, 20
- California Department of Human Resources, Personnel Management Liaison Memorandum 2002-040

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Appendix 1

On-Call/Standby Provisions and Compensation

	WWG 2	WWG E	WWG SE
<p>BU 16 Article 7.9</p>	N/A	N/A	<p>Those employees completing an on-call assignment of seven (7) days shall receive eight (8) hours CTO or eight (8) hours compensation at management's discretion for each on-call assignment.</p> <p>Unit 16 employees who complete on-call assignments of less than seven (7) days shall receive pro-rata CTO or pro-rata pay.</p> <p>On-call assignments apply to physicians. At the Department's discretion, there may be a physician & surgeon and psychiatric physician on-call on the same shift.</p> <p>Commencing with this agreement, employees may accrue up to 480 hours of CTO. All hours in excess of 480 shall be compensated in cash.</p> <p>Unit 16 employees who are on-call on a holiday shall receive eight (8) hours CTO or equal compensation at management's discretion.</p>
<p>BU 17 Article 19.12</p>	<p>It shall not be considered standby when employees are contacted or required to return to work but have not been required to be available for receipt of such contact.</p> <p>Each department or designee may establish procedures with regard to how contact is to be made (e.g., electronic paging device, phone) and with regard to response time while on standby.</p> <p>An employee who is required to be on standby status will be compensated in the following manner: For every eight (8) hours on standby, an employee shall receive two (2) hours of CTO, which may be prorated on the basis of fifteen (15) minutes CTO for each one hour of standby. Standby may not be scheduled in less than one-hour increments.</p> <p>No standby credit will be earned if the employee is called back to work and receives call back credit.</p> <p>Standby and CTO credited as a result of standby shall <u>not</u> be considered time worked for purposes of qualifying for overtime.</p>	N/A	N/A

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	WWG 2	WWG E	WWG SE
<p>BU 19</p> <p>Article 6.3</p> <p>And</p> <p>BU 19</p> <p>FLSA</p> <p>Excluded</p> <p>Employees</p> <p>Side Letter</p> <p>Agreement</p>	<p>For covered employees, standby is defined as the express requirement that an employee be available during specified off-duty hours to receive communication regarding a requirement to return to work. It shall not be considered standby when employees are contacted or required to work but have not been required to be available for receipt of such contact.</p> <p>Each department or designee may establish procedures with regard to how contact is to be made and with regard to response time while on standby.</p> <p>An employee who is required to be on standby status will be compensated in the following manner: for every four (4) hours on standby, an employee shall receive one (1) hour of compensating time off. For every hour on standby or major fraction thereof (30 minutes or more), an employee shall receive fifteen (15) minutes of compensating time off.</p> <p>No standby credit will be earned if the employee is called back to work and receives callback credit during any given four-hour period.</p> <p>Standby and CTO credited as a result of standby <u>shall</u> be considered time worked for purposes of qualifying for overtime.</p> <p>At the discretion of the State, CTO credited as a result of standby may be paid cash to the employee.</p>	<p>On-Call Assignment is defined as a work-shift which is performed in addition to the Unit 19 employees' regularly scheduled workweek in which the Unit 19 FLSA exempt employee is:</p> <ol style="list-style-type: none"> a. Available by telephone or electronic paging device at all non-work times; and b. Normally immediately available to return to the facility for any required mental health duties deemed necessary by the employer. <p>If the State deems it necessary, the State shall issue a Unit 19 employee a cell phone or electronic paging device during an on-call assignment.</p> <p>Unit 19 employees will receive eight (8) hours CTO or eight (8) hours of compensation, at managements' discretion, for each completed on-call assignment of seven (7) days.</p> <p>Unit 19 employees who complete an on-call assignment of less than seven (7) days shall receive prorated in either cash or CTO, at the employer's discretion.</p> <p>On-call assignments shall only apply to Senior Psychologist (specialist), Psychologist – CF, and Clinical Social Worker (CSW) classifications.</p> <p>The State shall use qualified on-call personnel in the following order:</p> <ol style="list-style-type: none"> a. Volunteering Unit 19 employees, b. Mandatory Assignments in inverse Seniority order. CDCR shall endeavor to utilize other available resources prior to making mandatory assignments under this language. <p>For purposes of this section, qualified means a Unit 19 employee who possesses a current and unrestricted license, not under any adverse action, and not under investigation.</p> <p>Employees shall accrue up to 480 hours of CTO. All hours in excess of 480 shall be compensated in cash.</p>	<p style="text-align: center;">N/A</p>

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<p>BU 20 Article 19.12</p>	<p>It shall not be considered standby when employees are contacted or required to return to work but have not been required to be available for receipt of such contact.</p> <p>Each department or designee may establish procedures with regard to how contact is to be made (e.g., electronic paging device, phone) and with regard to response time while on standby.</p> <p>An employee who is required to be on standby status will be compensated in the following manner: for every eight (8) hours on standby, an employee shall receive two (2) hours of compensating time off (CTO), which may be prorated on the basis of fifteen (15) minutes CTO for each one (1) hour of standby. Standby may not be scheduled in less than one (1) hour increments.</p> <p>No standby credit will be earned if the employee is called back to work and receives call back credit.</p> <p>Standby and CTO credited as a result of standby shall <u>not</u> be considered time worked for purposes of qualifying for overtime.</p>	N/A	N/A
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Appendix 2

Callback Provisions and Compensation

	WWG 2	WWG E	WWG SE
<p>BU 16 Article 7.9 B</p>	N/A	N/A	<p>Unit 16 employees who are required to return to the institution for a work shift in addition to the Unit 16 employee' regularly scheduled workweek shall receive hour for hour credit (CTO) with four (4) hours guaranteed.</p> <p>In addition to the hour for hour credit, and four (4) hours guaranteed, Unit 16 employees shall be compensated for one (1) hour (CTO) for travel time. If funds are available for cash compensation, the State may choose cash instead of CTO. It is the State's discretion whether cash is paid or CTO is accumulated. Returns to the institution shall be documented.</p> <p>Unit 16 employees called back to an institution, under the provisions of 7.9 (a), and who then leave and are called back again within the same four (4) hour period, shall only be compensated for additional hours worked beyond the four (4) hour call back guarantee.</p> <p>Unit 16 employees who are on call on a holiday shall receive eight (8) hours CTO or equal compensation at management's discretion.</p>
<p>BU 17 Article 19.11</p>	<p>An employee who has completed a normal work shift, when ordered back to work, shall be credited with a minimum of four (4) hours work time provided the call back to work is without having been notified prior to completion of the work shift, or the notification is prior to completion of the work shift and the work begins more than three (3) hours after the completion of the work shift.</p> <p>When such an employee is called back under these conditions within four (4) hours of the beginning of a previous call or an additional call is received while still working on an earlier call back, the employee shall not receive an additional four (4) hours credit for the new call back.</p> <p>When such an employee is called back within four (4) hours of the beginning of the employee's next shift, call back credit shall be received only for the hours remaining before the beginning of the employee's next shift.</p> <p>When staff meetings, training sessions, or work assignments are scheduled on an employee's authorized day off, the</p>	N/A	N/A

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	<p>employee shall be credited with a minimum of four (4) hours of work time.</p> <p>When staff meetings and training sessions are scheduled on an employee's normal work day and outside the employee's normal work shift, overtime compensation shall be received in accordance with the rules governing overtime.</p> <p>For reporting purposes, compensable time begins when the employee reports to the job site or begins work from a different site which may include the employee's home, approved by the department head or designee.</p>		
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	WWG 2	WWG E	WWG SE
<p>BU 18</p> <p>Article 5.3</p>	<p>An employee who has completed a scheduled work shift, or an employee on an authorized day off, when ordered back to work shall be credited with a minimum of four (4) hours work time at the employee's appropriate rate of pay provided the call back to work is without having been notified prior to completion of the work shift and the work begins more than two (2) hours after the completion of the scheduled work shift.</p> <p>When staff meetings or work assignments are regularly scheduled on an employee's authorized day off and the employee is required to attend, the employee shall receive callback compensation or shall work a minimum of four (4) hours.</p> <p>When staff meetings are regularly scheduled on an employee's scheduled work day and outside the employee's scheduled work shift and the employee is required to attend, overtime or other compensation shall be received at the appropriate rate of pay.</p>	N/A	N/A
<p>BU 19</p> <p>Article 6.2</p> <p>And</p> <p>BU 19 FLSA Excluded Employees</p>	<p>For employees who are covered by the FLSA, the State will credit a Unit 19 employee with a minimum of four (4) hours regular work time for an authorized callback when an employee is called back to work after completion of his/her regularly scheduled work shift and has left the work premises.</p> <p>Callback credit will commence when the employee begins work and will terminate when the employee stops working. However, hours worked which are contiguous to an employee's regular working hours, which may include a meal period after completion of a regular work shift, will not be considered callback.</p>	<p>Unit 19 exempt employees who are required to return to the institution for a work shift in addition to the Unit 19 employees' regularly scheduled workweek shall receive hour for hour credit (CTO) with four (4) hours minimum work guaranteed. The four (4) hours begins when the employee arrives at the institution.</p> <p>Unit 19 employees called back to an institution, under the provisions of 6.XA, and who then leave and are called back again within the same (4) four hour period, shall only be compensated for additional hours worked beyond the four (4) hour call back guarantee.</p> <p>In addition to the hour for hour credit, and four (4) hour minimum, Unit 19 employees shall be compensated one (1) hour for travel time. Compensation shall be either CTO or</p>	N/A

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Side Letter Agreement	At the discretion of the State, callback credit may be paid in cash to the employee.	cash, at the employer's discretion. Returns to the institution shall be documented. Unit 19 employees called back to an institution during a holiday shall receive either pay or CTO in accordance with Section 8.1 (Holidays), paragraph (I). Compensation for On Call/Call Back assignment shall not exceed 24 hours in any one-day period. Upon employee request and supervisory approval, following an arduous on-call/call-back the Department will attempt to grant the request for time off in taking into account operational needs. If granted, the employee must use leave credits.
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	WWG 2	WWG E	WWG SE
BU 20 Article 19.11	<p>An employee who has completed a normal work shift, when ordered back to work, shall be credited with a minimum of four (4) hours work time provided the call back to work is without having been notified prior to completion of the work shift, or the notification is prior to completion of the work shift and the work begins more than three (3) hours after the completion of that work shift.</p> <p>When such an employee is called back under these conditions within four (4) hours of the beginning of a previous call or an additional call is received while still working on an earlier call back, the employee shall not receive an additional four (4) hours credit for the new call back.</p> <p>When such an employee is called back within four (4) hours of the beginning of the employee's next shift, call back credit shall be received only for the hours remaining before the beginning of the employee's next shift.</p> <p>When staff meetings, training sessions, or work assignments are scheduled on an employee's authorized day off, the employee shall be credited with a minimum of four (4) hours of work time. When staff meetings and training sessions are scheduled on an employee's normal workday and outside the employee's normal work shift, overtime compensation shall be received in accordance with the rules governing overtime.</p> <p>For reporting purposes, compensable time begins when the employee reports to the job site or begins work from a different site, which may include the employee's home, approved by the department head or designee.</p>	N/A	N/A

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Appendix 3

Correctional Treatment Centers

As of January 2017

CORRECTIONAL TREATMENT CENTERS		
Agency	Institution Name	Acronym
403	Centinela State Prison	CEN
190	California Health Care Facility	CHCF
086	California Institution for Women	CIW
056	California Men’s Colony	CMC
076	California Medical Facility	CMF
084	CSP- Corcoran	COR
934	High Desert State Prison	HDSP
915	Kern Valley State Prison	KVSP
027	CSP – Los Angeles County	LAC
025	Mule Creek State Prison	MCSP
182	North Kern State Prison	NKSP
394	Pelican Bay State Prison	PBSP
435	Pleasant Valley State Prison	PVSP
030	Richard J. Donovan	RJD
284	CSP – Sacramento	SAC
587	Substance Abuse Treatment Facility	SATF
674	CSP – Solano	SOL
095	San Quentin	SQ
936	Salinas Valley State Prison	SVSP
180	Wasco State Prison	WSP

NOTE: *Listing subject to change based upon departmental needs*

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Appendix 4

California Correctional Health Care Services, On-Call and Standby Bargaining Unit Matrix, Medical, Mental Health, and Dental Classifications

Bargaining Units		Unions	Classifications	Work Week Group
1	Professional, Admin., Financial & Staff Services	Service Employees International Union (SEIU)	Associate Information Systems Analyst, Acct. Adm. Specialist, Administrative Assistant, Assoc. Health Program Advisor, Associate Information Systems Analyst, Assoc. Program Analyst Specialist, Assoc. Budget Analyst, Associate Governmental Program Analyst, Assoc. Personnel Analyst, Clinical Rec. Adm., Health Analyst, Health Analyst, Health Program Spec., Instr. Design-Tec., Management Services Technician, Pers. Technician, Personnel Specialist, Senior Info. Systems Analyst, SR. Pers. Specialist, St. Info. Systems Analyst, St. Program Analyst, Staff Services Analyst, System Software Specialist, Training Officer	Varies
4	Office & Allied	Service Employees International Union (SEIU)	Executive Secretary, Health Records Technician, Legal Secretary, Medical Secretary, Medical Transcriber, Office Assistant, Office Technician, Property Controller, Secretary, Stock Clerk	2
11	Engineering and Scientific Technicians	Service Employees International Union (SEIU)	Laboratory Assistant, Senior Laboratory Assistant	2
15	Allied Services	Service Employees International Union (SEIU)	Cook Specialist, Correctional Supervising Cook, Custodian, Lead Custodian	2
16	Physicians, Dentists, & Podiatrists	Union of American Physicians & Dentists (UAPD)	Physician and Surgeon, Podiatrist, Staff Psychiatrist, Dentists	SE
17	Registered Nurse	Service Employees International Union (SEIU)	Nurse Consultant, Nurse Instructor, Nurse Practitioner, Public Health Nurse, Registered Nurse	2
18	Psychiatric Technicians	California Association of Psychiatric Technicians (CAPT)	Psychiatric Technician, Senior Psychiatric Technician	2
19	Health & Social Services Professional	American Federation of State, County, and Municipal Employees (AFSCME)	WWG E - Clinical Social Worker, Optometrist, Psychologist-Clinical, Senior Psychologist, CF [Specialist] WWG 2 - Occupational Therapist, Pharmacist, Physician Assistant, Recreation Therapist, Registered Dietitian	E & 2
20	Medical & Social Services Specialists	Service Employees International Union (SEIU)	Certified Nurse Assistant, Clinical Lab Tech, Licensed Vocational Nurse, Pharmacy Tech, Radiological Tech, Respiratory Care Practitioner, Senior Clinical Lab Tech, Senior Radiological Tech, Dental Assistant, Dental Hygienist	2

5.2.1, On-Call/Standby and Callback