

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Andrea Bubel	DATE SUBMITTED: 05/12/2026	SECTION: Human Resources
BOARD APPROVED ON: 5/20/226	DATE REVISED: 8/5/2026	SUBJECT: After-Hours Telephone Compensation
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 5/20/2026, 8/5/2026		POLICY #: ED-050
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I. APPLICATION

This policy applies only to Program Supervisors and Team Coordinators authorized to respond to work-related matters outside of their regularly scheduled work hours. When the assistant supervisor is on-call during the absence of the program supervisor this policy will apply.

II. POLICY

BWDH recognizes that Program Supervisors and Team Coordinators may be required to respond to work-related telephone calls outside of their regularly scheduled work hours. Employees authorized for after-hours responsibilities shall be compensated for work-related telephone calls and text messages conducted while off duty in accordance with this policy and applicable wage and hour laws.

Only work-related telephone calls and text messages related to agency operations, staffing, emergencies, resident needs, incident response, or other job-related responsibilities qualify for compensation under this policy.

III. DEFINITIONS

Work-Related Telephone Call and Text Messages: Requiring the employee to perform job-related duties, provide direction, respond to emergencies, make staffing decisions, address resident concerns, or otherwise engage in work activities on behalf of BWDH.

IV. STANDARDS

1. Employees authorized under this policy shall be compensated for qualifying after-hours work-related telephone calls and text messages based on the actual time worked using the following schedule:

Actual Time Worked	Paid Time	Conversion to Decimal
1-5 Minutes	5 Minutes	.08
6-10 Minutes	10 Minutes	.17
11-15 Minutes	15 Minutes	.25
16+ Minutes	Actual time worked	Varies

2. Compensation begins once an employee answers or initiates a qualifying work-related text messages or telephone call requiring active work-related involvement.

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3. Active work performed through text messages, emails, or calls such as directing staff, resolving incidents, or making staffing decisions constitutes compensable work time. Missed calls, voicemail review, or other passive communications do not qualify for compensation under this policy.
4. Multiple work-related telephone calls and text messages occurring within the same 0.25-hour period shall not result in additional compensation.
5. If qualifying work-related telephone call/text messages activity exceeds 15 minutes, employees shall record the actual time worked.
6. Personal telephone calls/text messages, brief incidental communications not requiring work activity, or non-work-related communications do not qualify for compensation under this policy.
7. Abuse or misuse of after-hours compensation may result in corrective action.
8. Employees requesting compensation under this policy must complete the designated After-Hours Telephone Compensation Form documenting the date, time, persons involved, and general subject matter of each qualifying work-related telephone call or text message.
9. Employees may be required to provide reasonable verification of qualifying work-related telephone calls and text messages submitted for compensation under this policy.

V. NOTIFICATION/PROCEDURE

WHO

Program Supervisor/Team
Coordinator

DOES WHAT

1. Completes the designated After-Hours Telephone Compensation Form for qualifying after-hours work-related telephone calls or text message during the pay period, including the date, approximate time, persons involved, and general subject matter of the call or text.

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| | 2. Submits the completed form to their supervisor no later than the end of each pay period. |
| Supervisor/Division Director | 3. Reviews submitted documentation and the After-Hours Telephone Compensation Form for accuracy and compliance with this policy. |
| | 4. Inputs approved after-hours compensation time into the employee's electronic timecard prior to payroll approval. |
| | 5. Approves the employee's timecard in accordance with payroll procedures. |

IV. EXHIBITS

- A) After-Hours Telephone Compensation Form