

HR MEMO: Work Schedule and On-Call Policy

HR POLICY: Team Member Work Schedule and On-Call Agreement for All Team Members with On-Call Responsibilities (Effective as of 11/18/20)

Please review the Team Member On-Call Agreement for All Team Members with On-Call Responsibilities (see attached or in the Standard Operating Procedure Manual in Yotta Resources).

Exempt: All Salaried employees (i.e. Property Managers, Regional Managers, etc.)

Non-Exempt: All Hourly employees

A standard forty (40) hour work week is required for all Exempt and Non-Exempt full time employees. Exempt positions are required to work additional time as necessary.

A Non-Exempt, hourly on-call employee who is called to work outside his or her normal work schedule (i.e. not just takes or answers a call, but has to physically return to the property or a sister property)

WILL BE paid for travel time and the time worked.

If an hourly on-call employee is not called back to the property or sister property, no pay will be earned.

Exempt on-call employees **WILL NOT** be paid for travel time and time worked, any on-call hours is considered part of their standard job duties and responsibilities.

For **BOTH Exempt and Non-Exempt on-call employees**, whether an on-call employee has to physically return to the property or sister property or not called back to the property or sister property, ****NO ADDITIONAL DAYS OFF may be taken in exchange of being on-call.****

In addition, on a property with an office team of 3+, **ALL Property Managers** must work the first Saturday of each month. Working the first Saturday of each month is considered part of the Property Manager's salaried hours.

****NO ADDITIONAL DAYS OFF may be taken in exchange to working the first Saturday of each month****

On a property with an office team of 2, Property Managers please reach out to your immediate Regional Manager/Regional VP to discuss scheduling.