

Staff Relations Division, L-708  
Telephone: (925) 422-9501  
FAX: (925) 423-5665

April 2, 2014

Kevin Aguilar  
SPSE-UPTE, Local 11  
CWA Local 9119, AFL-CIO  
P. O. Box 1066  
Livermore, CA 94551

**RE: *On-Call Exception Process***

Dear Mr. Aguilar:

On-call exemptions are obtained through the following process:

- The unit employee notifies the supervisor of the need for an exception.
- The supervisor sends the written request to the deputy department head or (for Security Organization) directly to the Staff Relations Representative.
  - Line management forwards the exception letter to Staff Relations.
- The Staff Relations representative sends the approval to payroll with a copy back to the Department management.
- On receiving approval, the employee submits a corrected time card showing the time spent on-call and/or for call-backs.

Typical exceptions include, but are not limited to, in-town vacation status, family sick leave, employee sick leave for medical or dental appointments, and jury duty when the employee meets the requirements for on-call status before the beginning of the on-call period.

Jennifer L. Szutu  
Manager  
Staff Relations Division