

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Position: [Insert Job Title]

Subject: On-Call Shift Differential Bonus Agreement

Dear [Employee Name],

This letter serves as a formal agreement regarding the on-call shift differential bonus associated with your position at [Company Name]. Due to the requirements of your role, you are required to remain available for work outside of your regularly scheduled hours.

1. On-Call Period:

The on-call schedule will be determined by [Department/Manager Name]. You will be notified of your specific on-call rotation in advance.

2. Compensation:

For each hour/shift spent in an on-call status, you will receive a differential bonus of \$[Amount] per [Hour/Shift]. This bonus is provided in recognition of the requirement to remain available and responsive during non-working hours.

3. Activation Pay:

If you are called into work or required to perform remote tasks during your on-call period, you will be compensated at your regular hourly rate (or overtime rate, if applicable) for the actual time worked, in addition to the on-call differential.

4. Employee Responsibilities:

While on-call, you agree to:

- Remain reachable via [Phone/Pager/Email].
- Remain in a fit state to perform duties (complying with drug and alcohol policies).
- Report to the workplace or log on remotely within [Number] minutes/hours of being contacted.

5. Terms of Agreement:

This agreement is effective as of [Start Date] and will remain in effect until [End Date or "further notice"]. [Company Name] reserves the right to modify or terminate this on-call arrangement based on business needs.

Please sign below to acknowledge your understanding and acceptance of these terms.

Sincerely,

[Manager Signature]
[Manager Name]
[Title]

Employee Acknowledgment:

I have read, understood, and agree to the terms of the On-Call Shift Differential Bonus Agreement.

Signature: _____ Date: _____