



## CALL-BACK PAY POLICY

Area: Salary Determination and Compensation

Subject: Call Back

Applies To: Campus employees

Sources:

Responsible Party: Associate Vice President for Human Resources

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### Purpose

To provide compensation to non-exempt employees who are called back to work to perform emergency and/or needed work assignments based on operational needs during off-duty hours.

### Policy

1. A full-time non-exempt employee is eligible for call-back pay when the employee is required to report back to work outside of scheduled work hours thereby necessitating additional travel to and from work. Employees may be called back to work for emergencies which require a response on short notice and for which the call back work will serve to:
  - ✓ Avoid significant service disruption
  - ✓ Avoid placing employees, students or the public in unsafe situations
  - ✓ Protect and/or provide emergency services to property or equipment
  - ✓ Respond to emergencies with students, clients, or residents
2. The call-back pay shall not apply to work that immediately follows or precedes the employee's work schedule.
3. When an employee is called back to work, the call-back pay will be paid at the employee's regular rate of pay or at his/her overtime rate for any time over forty (40) hours actually worked in a work week.
4. An employee eligible for call-back pay shall receive a **minimum of three (3) hours** call-back pay at the regular rate or the appropriate overtime rate for actual hours worked. In accordance with the Fair Labor Standards Act, travel time from the home location to the primary work site is not compensable.

5. If more than one call back occurs within an eight (8) hour time frame, total call back time cannot exceed three (3) hours unless the time actually worked exceeds three (3) hours.
6. Exempt employees will not receive additional compensation if they are called back to work.

**Procedure**

1. Call-back pay will be considered worked time and will be recorded as such on the eTime record of the employee.
2. Where applicable, the appropriate Vice President must approve compensatory time off in lieu of overtime payments. The same guidelines for compensatory leave referenced in the overtime policy are applied to call back situations.