Information

Call-In/Call-Back Pay

Effective

May 1, 1992

Number

PER-3.07

Applicability

This policy applies to University Staff.

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

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History

Revision Date(s): December 10, 2021 (minor edits); August 24, 2022 (minor edit); April 1, 2026 (minor revision)
Reviewed Date(s): March 8, 2016

Categories

Statement:

Each classified employee is expected to work when called, unless excused for good and sufficient reason. The supervisor shall exercise reasonableness and fairness in administering the call-in/call-back policy.

Related Information:

A classified employee called in to work when he or she has not been previously scheduled will be given a minimum of four hours' work or a minimum of four hours' pay.

A classified employee called in to work before his or her normal shift and who continues working into his or her regular shift will not be considered to be either called-in or called-back and will be paid only for all hours worked. If there is less than one hour between the time of completing the work for which he or she is called in early and his or her normal starting time, this time also will be considered as time worked.

The hours paid for call-in and call-back will be credited toward hours worked in the week for overtime purposes.