A. Call-Back for Classified Staff Employees

Non-exempt classified staff employees may be required to work hours outside the usual work schedule due to planned events and activities or emergencies. Employees scheduled in advance to work outside the usual work schedule shall be credited with the actual time worked.

Non-exempt classified staff employees called back to work on a non-scheduled emergency basis shall be credited with two (2) hours or the actual time worked, including travel time, whichever is greater.

All hours must be reported on the employee's timesheet in order to be properly credited.

B. On-Call for Classified Staff Employees

Non-exempt classified staff employees may be assigned to remain available to perform work assignments on short notice during off-duty hours. The employee may either use an electronic signaling device provided by the College or leave word where he/she may be reached by telephone. If an employee is called to work under this provision, calculation of time spent would be done under the call-back procedures above.

On-call time is not compensable time for purposes of computing overtime; however, if an employee is called back to work and the employee’s total work hours for that week exceed forty, those hours over forty would be compensated as overtime.

Employees shall be paid for each hour they are “on-call” at the rate of $1.00 per hour during a weekday. The on-call rate for Saturdays, Sundays, and holidays shall be at the rate of one-fourth
of the hourly base rate for the pay classification held by the employee. This compensation shall be made the month following the on-call status and shall be made in accordance with monthly payroll procedures.

C. Contract/Grant Employees

Each contract/grant project director may establish a call-back or on-call procedure to meet the specific needs of the contract/grant. This procedure must be approved by the appropriate College administrator and be on file in the Human Resources Department.