POLICY & PROCEDURE DOCUMENT

NUMBER: 4.4200
DIVISION: Finance and Administration
TITLE: On-Call Status and Call Back Pay
DATE: February 1, 1999
REVISED: N/A
Policy for: All Non-Exempt Employees (EEO Groups 40, 50, 60 and 70)
Authorized by: Tony Glisson, Director Human Resources

I. Purpose and Scope

At certain times, employees may be required to remain in an on-call status to ensure efficient operations.

II. Policy

When in an on-call status, an employee may or may not be required to remain on the University premises. An on-call employee who cannot use the time freely for his/her own purposes shall be considered as working and shall be paid accordingly. An on-call employee who is merely required to leave word where he/she may be reached, either by telephone or electronic communication device, is not considered to be working while in an on-call status.

III. Procedure

1. Employees who are called back to work from an on-call status or otherwise at a time not previously scheduled shall receive a minimum of four (4) hours pay even if the time actually spent on the job is less than four (4) hours.
2. Employees who are required to remain at work beyond their regular daily work hours or who are required to arrive early for their next regular work period shall receive pay for time actually worked. Such time shall not be considered as qualifying for call back pay.

IV. Exclusions

1. Exempt employees who are called back to work from an on-call status or otherwise at a time not previously scheduled are not eligible to receive extra compensation for time
worked. Exceptions may be authorized by the Department of Human Resources based on special circumstances of the applicable work performed.

V. Related Policies

See also:

VI. Reason for Revision

Appendices:  Fair Labor Standards Act; KY Wage and Hour Laws; University Policy