

NUMBER: 375
SUBJECT: CALL-BACK PAY
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011
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375.1 – POLICY

Extenuating circumstances may require a Bridgerland Technical College department to request the immediate services of certain off-duty employees. To compensate these employees for the inconvenience of returning to work, Bridgerland has established a guaranteed minimum of three (3) hours compensation time (even if less time may be required to complete the job).

375.2 – PROCEDURES

Time worked (including commute time) due to a call-back is added to the hours reported during the week in which the call occurred. The total time worked for the week is then determined.

Employees, with the permission from their department head or supervisor, may give equivalent time off later in the workweek to avoid overtime for full-time, non-exempt employees. If the position is less than full-time, department heads or supervisors may grant compensatory time off to the employee. In situations where the equivalent time off is to occur in a different work week, the compensation time earned will be added to the employee's compensation time leave bank at the applicable rate. Employees who are eligible for overtime will have compensation time added to their leave bank at the overtime rate. For those employees who are not eligible for overtime, the compensation time will be added as the actual hours worked. Refer to Section 300.378 of the Policy Manual for additional information.

If the time is not overtime and is to be paid in wages, a Temporary Salary/Wage Adjustment Form should be completed according to established guidelines.

375.3 – RESPONSIBILITY

375.3.1 – Department Heads and Supervisors

Department Heads and supervisors are responsible for recalling off-duty employees within their departments, when necessary, and for ensuring adequate compensation (time off, compensatory time, or overtime pay) is provided to the employee for call-back hours worked.

375.3.2 – Employees

Employees are responsible for accurately recording call-back hours worked (including commute time) and cooperating with call-back work requirements.