

INCONVENIENCE/CALL-BACK

Policy I-05

PURPOSE

An hourly employee who has completed the normal shift and left the work place and is unexpectedly required to return to work is guaranteed a minimum of three hours pay regardless of the hours actually worked.

POLICY REQUIREMENTS

Inconvenience/call-backs are subject to the following:

1. Employees who are called in prior to the beginning of their scheduled shift and who continue working through the shift are not eligible for inconvenience pay.
2. Employees are required to work adjust the actual number of hours worked during the inconvenience/call-back. Non-worked hours will be paid at straight time. Example: Call-back occurred at 8:00 p.m. on a Wednesday, employee worked 2.0 hours. Employee must work adjust before the end of the week the 2.0 hours. Employee will be paid for 1 hour at straight time.
3. Inconvenience pay does not apply if the employee is not required to actually leave his residence for the work site. For example, employees who can deal with a problem on the phone without leaving the residence are not eligible for inconvenience pay. The time spent at the residence dealing with the problem is considered as hours worked.
4. If annual or sick leave in combination with actual hours worked totals more than 40 hours during the work week, the amount of leave the employee is required to take must be reduced so the total hours paid are no more than 40 hours for the week. If an employee works more than 40 hours, no leave time will be deducted from the employee's balance with the exception of employees who have a maximum annual leave balance. (Employees who have a maximum annual leave balance will have the leave adjusted only if the employee had annual leave approved prior to working the overtime hours. Only the hours that will prevent the employee from losing that pay period's accrual of annual leave will be paid.) If both sick and annual leave have been taken in a week which requires adjustment of leave, the sick leave should be adjusted before the annual leave.
5. Employees who know in advance that they must return to the work site are not eligible for call-back pay.
6. Employees should report all call-backs to their immediate supervisor at the beginning of the next work day.

POLICY INDEX

Scope:	Internal to Bureau of Administration Employees
Replaces Policy:	I-97-1
Effective Date:	February 2000
Supersedes Version Written:	January 1997
Office of Primary Responsibility:	Bureau of Human Resources

REVISION LOG