Subject: Call-In Pay

Applies to: All Hourly-paid Staff (Exempt and Non-exempt)

I. Policy: All hourly-paid or part-time staff members shall be paid not less than four hours regular straight time pay if called back to work after leaving the premises, or if called in to work on a day not scheduled for work.

II. Guidelines:

A. Staff members are guaranteed at least four hours straight time pay as compensation for the inconvenience of being called to work other than their regularly scheduled shift.

Example: 1. A regular full-time staff member who normally works 8 hours a day on the day shift Monday through Friday is called in on Saturday to do a special task. The task takes one hour. Compensation for time worked in such instances will be at the overtime rate of time and one half or four hours at the base rate (Call-In Pay) whichever will yield the greater amount. In this example the staff member will be paid for 44 hours that week.

2. A regular part-time staff member who normally works 24 hours per week, eight hours on the day shift each Monday, Tuesday, and Wednesday, is called in and works two extra hours on a Thursday. The staff member will receive four hours’ pay for Thursday, a total of twenty-eight hours of pay at the staff member’s regular rate for that week.

B. Exceptions: The guarantee of four hours pay does not apply under the following circumstances:

1. The staff member required to report for work was on-call and already worked the equivalent of 4 hours at New York State minimum wage that day. (See Policy 220)

2. Adjustments in the schedule were arranged for the individual’s convenience, e.g. to make up for time lost earlier in that week and already worked the equivalent of 4 hours at New York State minimum wage that day.

3. The period worked would result in greater compensation under University overtime rules in which case the staff member would be paid the appropriate overtime pay. (See Policy 223)
4. A staff member is called in early on a regular workday and then remains at work to complete the regular shift assignment.

5. A staff member is scheduled to work additional hours and notified in advance as to the schedule change, i.e. work four hours on Saturday.

6. The staff member is a represented employee and the procedure in the applicable contract differs from policy.

III. Procedure: Call-in pay should be recorded via the staff member’s Time & Labor Screen using the appropriate Time Recording Code. Please refer to the User’s Guide to Time & Labor Processing available at http://www.rochester.edu/working/hr/hrms/ for more detail.

See also Policies: #220 On-Call Pay  
#223 Overtime Pay