

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2012	Category:	All University Employee Policies
Name:	CALL-IN PAY FOR CLASSIFIED EMPLOYEES POLICY				

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

Staff Employee Policy

3.0 POLICY

Non-exempt employees are “on-call” when they are restricted in where they can go so that they can be reached and will be available to return to work immediately, if called. The following guidelines apply to “on-call” time: If an employee is required to remain on the University’s premises, or so close the premises that he/she cannot use their time effectively for their own purposes, this is compensable work time.

An employee who is not required to remain on or near the University’s premises, but is merely required to leave word where he/she may be reached via cell phone or other means, is not working and thus does not need to be compensated for this time. However, any time during which an employee actually performs work in responding to a call is considered work time and must be compensated.

A “call-in” is when a classified (non-exempt) employee’s supervisor makes an unscheduled request for the employee to return to the University to do unforeseen or emergency work after the employee has left the University at the end of his or her regular shift and/or before the employee has started his or her next regularly scheduled shift. When responding to a call-in, the employee will be given a minimum of two hours’ work or two hours pay at the employee’s applicable rate.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS