


Name of Policy: Call back pay Policy Number: 3364-25-28 Approving Officer: President Responsible Agent: Associate Vice President and Chief Human Resource Officer Scope: The University of Toledo – Health Science Campus		 Review date: July 9, 2020 Original effective date: May 5, 2011	
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

Eligible non-bargaining unit, hourly employees who are called back to work shall be paid a minimum of three (3) hours of pay regardless of the amount of time worked. Such hours shall be recognized as hours of work for purposes of overtime calculation.

(B) Purpose of policy

To provide procedures for call back and compensation of eligible non-bargaining unit hourly employees.

(C) Scope

This policy applies to hourly non-bargaining unit employees.

(D) Procedure

- (1) The three (3) hour call-back provision of this policy shall not apply when an employee continues to work after the regular work schedule without leaving the work site or when an employee is called into work early and continues to work into the regular work shift.
- (2) An employee called back to work shall not be eligible to receive additional call back pay if called back again within one (1) hour after clocking out.

<p>Approved by:</p> <p><u>/s/</u> Gregory C. Postel, M.D. Interim President</p> <p><u>July 9, 2020</u> Date</p> <p><i>Review/Revision Completed by:</i> <i>Senior Leadership Team</i></p>	<p>Policies Superseded by This Policy: <i>Previous 3364-25-28, effective date August 10, 2017</i></p> <p>Initial effective date: May 5, 2011</p> <p>Review/Revision Date: August 10, 2017, July 9, 2020</p> <p>Next review date: July 10, 2023</p>
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