


<b>Name of Policy:</b> <b>Call back pay</b> <b>Policy Number:</b> 3364-25-28 <b>Approving Officer:</b> President <b>Responsible Agent:</b> Chief Human Resources Officer <b>Scope:</b> University of Toledo – Health Science Campus		 <b>Effective date:</b> September 15, 2023 <b>Original effective date:</b> May 5, 2011	
<b>Keywords:</b> call back, non-bargaining, hourly, compensation			
	New policy		Minor/technical revision of existing policy
	Major revision of existing policy	X	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 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

The purpose is to provide procedures for call back and compensation of eligible non-bargaining unity hourly employees.

(C) Scope

This policy applies to hourly non-bargaining unit employees.

(D) Procedure

- (1) The three 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 hour after clocking out.

<p><b>Approved by:</b></p> <p><i>/s/</i></p> <hr/> <p>Gregory Postel, MD President</p> <p><b>Date:</b> September 15, 2023</p> <p><b>Review/revision completed by:</b></p> <ul style="list-style-type: none"><li>• <i>Chief Human Resources Officer</i></li><li>• <i>Senior Leadership Team</i></li></ul>	<p><b>Policies superseded by this policy:</b></p> <ul style="list-style-type: none"><li>• <i>None</i></li></ul> <p><b>Original effective date:</b> <i>May 5, 2011</i></p> <p><b>Review/revision date:</b> <i>August 10, 2017</i> <i>July 9, 2020</i> <i>September 15, 2023</i></p> <p><b>Next review date:</b> <i>September 15, 2026</i></p>
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