

Name of Policy: Call back pay Policy Number: 3364-25-28 Approving Officer: Executive VP for Finance and Administration & CFO Responsible Agent: Chief Human Resources Officer Scope: University of Toledo – Health Science Campus		 Effective date: July 23, 2026 Original effective date: May 5, 2011	
Keywords: 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.

Approved by: <u>/s/</u> Matthew Schroeder EVP for Finance and Administration & CFO Date: April 30, 2026 Review/revision completed by: • <i>Chief Human Resources Officer</i> • <i>EVP Finance & Administration and CFO</i>	Policies superseded by this policy: • <i>None</i> Original effective date: <i>May 5, 2011</i> Review/revision date: <i>August 10, 2017</i> <i>July 9, 2020</i> <i>September 15, 2023</i> <i>July 23, 2026</i> Next review date: <i>July 23, 2029</i>
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