

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Call Back Pay		
Policy Number: 104.32	Effective Date: 7/30/2019	Page Number: 1 of 2
Authority: Commissioner	Originating Division: Administration & Finance Division (Human Resources)	Access Listing: Level I: All Access

I. Introduction and Summary:

Certain employees of the Georgia Department of Corrections (GDC) may be eligible for Call Back Pay. Eligible employees must be considered non-exempt under the provisions of the federal Fair Labor Standards Act (FLSA), must be designated as "on call" and must meet the criteria established in this SOP. Jobs to be considered for call back pay include, but are not limited to: General Trades Tech 1, General Trades Tech 2 and General Trades Tech 3, Mechanic 2 and Mechanic 3. Additionally, a General Trades Tech who has completed BCOT and has accepted the title of Correctional Officer 1, Correctional Officer 2, CSM Correctional Officer 1, or CSM Correctional Officer 2 remains eligible for call back pay provided he/she is still performing maintenance duties.

II. Authority:

- A. The Fair Labor Standards Act of 1938, As Amended (29 U.S.C. 201, et seq.);
- B. Department of Administrative Services (DOAS), Human Resources Administration (HRA), Addenda to the Compensation Plan Section 3.3 ODI Call Back Pay; and
- C. GDC Standard Operating Procedures (SOP): 104.37, Working Hours, Overtime and Compensatory Time.

III. Definitions:

- A. **Call Back Pay** - A pay supplement equal to one hour of pay (at the employee's regular rate) paid each time a nonexempt employee is recalled and reports to the work place, provided that the employee has been officially designated as "on call."
- B. **On Call** - A work status where a non-exempt employee in one of the jobs listed above has been told to stay where he/she can be reached by phone/beeper, and can respond to the work place within a specified time frame, i.e., in the event of emergency.

IV. Statement of Policy and Applicable Procedures:

- A. Time actually worked must be documented and calculated in accordance with SOP 104.37, Working Hours, Overtime and Compensatory Time. Commute time to the facility is not considered work time.
- B. Eligible employees are to receive Call Back Pay in addition to any compensation/compensatory time earned for extra hours worked in accordance with the provisions of FLSA. Employees are not to be given compensatory time or a schedule adjustment in lieu of Call Back Pay.

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C. Call Back Pay will be paid only when the employee must return to the work site. It will not be paid when:

1. Employee continued to work after regular hours;
2. Employee was previously scheduled to work overtime; or,
3. Employee resolves the situation via the telephone in lieu of returning to the work site.

D. The employee must report the call back time worked on the Certification for Payment of Call Back Pay form (Attachment 1) and through the Time Reporting Device (TCD) or the Web clock.

1. Call Back Pay earned during the current pay period must be processed and paid to the employee no later than the following pay period.
2. The employee's supervisor must approve call back time reported by the 5th of each month.

V. Attachments:

Attachment 1: Certification of Payment of Call Back Pay

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachment 1 shall be permanently retained in official personnel file and retained for six (6) full months, following payment of Call Back Pay, in the local personnel file.