

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NO:** 1:02:06:01

**DATE:** May 1, 1987

**REVISION/REVIEW DATES:** February 1997, May 1997, August 2008, August 2011, March 2014, April 2016, September 2023

**SUBJECT:** Emergency Call-Back Pay

**APPROVED:** Dr. Don C. Killingsworth, Jr., President

**PURPOSE**

To provide compensation to non-exempt employees who are requested, by an appropriate university official, to work outside their regularly scheduled hours to perform unscheduled, unforeseen or emergency work based on operational needs during off-duty hours.

**POLICY**

Non-exempt employees are entitled to call back pay when asked to return to the work location outside of their regular scheduled work hours to respond to an emergency work situation. The employee shall be paid for time worked upon return, or a minimum of two (2) hours, whichever is greater. The call back pay will be at the employee's regular rate of pay or at his/her overtime rate for any time over 40 hours in a work week.

In accordance with the Fair Labor Standards Act (FLSA), travel time from the home location to the primary work site is not compensable. The portion of the two hours call back compensation that is guaranteed but not worked does not count toward overtime. Emergency call back time actually worked will count towards determining overtime.

**DEFINITIONS**

**Exempt Employee:** an employee who qualifies as being exempt from the overtime provisions of the Fair Labor Standards Act because of his or her assigned duties and salary. Exempt employees do not receive overtime pay for work performed in excess of the 40-hour work week.

**Non-Exempt Employee:** an employee who is subject to the overtime provisions of the Fair Labor Standards Act because of his or her assigned duties and salary. Non-exempt employees will be paid at one and one-half times the hourly rate or will be granted compensatory time for

work performed in excess of 40 hours during the work week.

**RESPONSIBILITY**

The policy will be the responsibility of Senior Vice President for Finance and Administration.

**EVALUATION**

The policy will be evaluated at least every five (5) years by the Department of Human Resources.