


# Grant County Personnel Policy

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APPROVED:  Cindy Carter, Chair, Board of County Commissioners	03-30-17 Date Signed
LAST REVISED: 06/30/2015	CONTACT: Human Resources

## 704 – Call Back

704.1 Circumstances may develop where it becomes necessary for supervisors to request an employee return to work after the employee has left their work location for the day. In these instances, non-exempt employees will receive a minimum two (2) hours' pay at the applicable rate, with the exception of any call back within fifteen (15) minutes of the employee's regularly assigned shift. The employee will be paid at the overtime rate of pay for actual time worked. For example:

704.1.1 If an employee is called back to work and performs thirty (30) minutes of work, the employee is compensated for thirty (30) minutes at the overtime rate of pay in addition to ninety (90) minutes at his/her regular rate of pay.

704.2 Circumstances caused by an employee's actions will not subject the employer to call back pay provisions. In these instances, non-exempt

employees will receive pay at their regular rate of pay for actual hours worked. Only actual hours worked are considered for purposes of calculating overtime pay.

704.3 Call back pay is not applicable for an employee with on-call responsibilities (*see this policy's section 705, On-Call, below*).

704.4 Exempt employees are not eligible for call back pay.

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